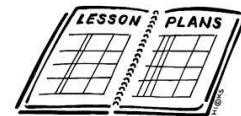


# Construct Your Lesson Plan

## How should I design and lay out my class?

Use the table to help you layout a good lesson plan.



Element and What to Include	Comment
<b>Title.</b> Use a catchy clear title to make the purpose of lesson clear.	The title already starts to focus peoples attention.
<b>Starter activity.</b> Get the group thinking and engaged. Introduce why the topic is relevant and important to them. Make this activity serve as an overview for the day.	Make it interesting - Get people's attention early and help them focus on what the class will be about. This introduction can be a question, quote, picture, activity ....
<b>Objectives.</b> Clearly state the 3-4 key points people will be able to know or do at the end of the class? Be sure to revisit these at the end of class.	Design your class with your audience and target outputs (Key concepts) in mind making it relevant to the group.
<b>Key Concepts.</b> Be clear on the 3-4 key points people need to remember or know.	People often only remember 3-4 key points. Make these clear and emphasize them throughout the class.
<b>Materials required .</b> List any materials needed.	
<b>Class structure.</b> Present a simple overview of how the class will be structured.	This helps people remain engaged - where they are in the class and what is coming.
<b>The Lesson - material and practice.</b> Provide material and activities to support the key concepts. For each key point, consider including: <ul style="list-style-type: none"> <li>• An Introduction to the concept</li> <li>• Practice – an opportunity to practice the skill or knowledge (might work with others or do an exercise)</li> <li>• Production – an opportunity for people to produce their own material(s)</li> </ul>	This is where you present the materials for the class. Include activities to engage them. To the extent possible, build it as a logical story. Use the 5 “E’s”: <ul style="list-style-type: none"> <li>• <b>Engage</b> the class</li> <li>• Allow them to <b>Explore</b> the concepts</li> <li>• Ask them to <b>Explain</b> the concepts</li> <li>• Spend time <b>Elaborating</b> (or applying) the concepts</li> <li>• <b>Evaluate</b> their knowledge</li> </ul>
<b>Recap and Review.</b> Build in the opportunity to review the key concepts from the class. Do this as a group (e.g., discuss what were the main points covered) or as a self-review (e.g., write a few sentences on key points learned)	Such review is important in reinforcing learning and an important step in adult education. Be sure to write a list of questions for discussion in case the participants don't have many. These can spur conversation and further questions.

### Additional Notes.

- Outline the time required for each activity and each lesson part. This allows you to keep the lesson moving at the right pace and ensures that you finish on time.
- Include notes to yourself throughout the lesson so that you remember key points.
- Take notes at the end of the lesson to improve your lesson plan for the next time.
- Leave enough time for interaction and questions.

Improve learning by making the lesson both **relevant** and **engaging**.