

Teaching Excellence in Adult Literacy (TEAL): Effective Lesson Planning

Summary and Objectives

Audience: Adult Basic Education (ABE) instructors

Summary: Planning is critical in identifying appropriate action steps to help one effectively reach a goal. Lesson plans help instructors set learning objectives and they provide a road map by which instructors can organize content, materials, time, instructional strategies and assistance in the classroom. They also represent a way to communicate to learners what they will learn and how they will be assessed. In this course, you will learn some techniques to make the most of your planning time and maximize collaboration with your peers.

Objectives:

- identify steps of the lesson plan cycle, with emphasis on backward design
- use the TEAL Online Lesson Planner to create lesson plans

Course Logistics

Format: facilitated, online

Estimated Completion Time: approximately 2 hours per week; 6 hours total

Expectations: Participants are expected to read and post at least once in each forum (not each discussion thread) and journal; watch recorded presentations; read the background readings and resource pages of the course; and complete assignments and the final evaluation. Download a Certificate of Completion upon successful completion of course requirements.

Course Topics

Let's get started

- *Forum:* What are some lesson planning strategies that are successful for you?
- *Journal:* Rate your knowledge: What do you know about effective lesson planning?
- Face-to-face learning vs. online learning

Lesson planning

- *Readings and presentation:* general background
- *Wiki:* Pros and cons—A one-minute freewrite!

Effective lesson planning in context

- *Polls*: planning time; time for writing or time to do math
- *Writing*: Presentation: sentence combining
- *Math*: Presentation: assisting with misconceptions
- *Rubrics*: Readings

Assignments: Choose One

- Build a lesson in the TEAL Online Lesson Planner
- The Lesson Planning Model
- Writing objectives: As easy as ABCD

Discussion

- *Presentation*: A Model for Collaboration
- *Wiki*: What does your PLC do for you?

Reflection

- Set your personal teaching goal for effective lesson planning

**For information on course availability,
contact the LINCS Professional Development Center at pdcenter@lincs.ed.gov**

<http://lincs.ed.gov>



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