



# LESSON PLANNING GUIDE

 THE  
TEFL  
INSTITUTE

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A GOOD TEACHER CAN  
INSPIRE HOPE, IGNITE THE  
IMAGINATION, AND INSTILL  
A LOVE OF LEARNING.

BRAD HENRY

IN THIS GUIDE, WE WILL CONSIDER WHAT IS INVOLVED IN PLANNING AND PREPARING A SUCCESSFUL EFL LESSON. THIS GUIDE WILL BE ESPECIALLY USEFUL FOR NEWER TEACHERS BUT ALSO FOR MORE EXPERIENCED TEACHERS WHO WANT TO PLAN MORE EFFECTIVELY.

While many experienced teachers often write only a minimally structured lesson plan as they have developed a set routine for how they approach each lesson, it is recommended that newer teachers develop the habit of writing and following a detailed lesson plan for at least the first 6 months to a year. This requires discipline but will help you develop your teaching skills over time.

In addition to lesson planning, it is also useful to reflect on your lessons after each class, making notes on what went well and what could have been better. Even the most experienced teachers think about problems that occurred during class and how they might best be corrected.

Though lesson planning is time-consuming, it is a good idea to save every lesson plan you write.

These plans can then be recycled when teaching similar topics or learner levels.

We will look at different aspects of a lesson plan in detail, including lesson aims, context, target language, class profile, assumptions, anticipated problems and solutions, materials and board work.

We will also look at how to stage a lesson considering stage aims, timing, procedures and interaction patterns.

We will look at different lesson plan models and the advantages of using these for different types of lessons. We will look at longer-term planning using a syllabus or timetable to help structure a series of lessons.

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