Ten Point Lesson Plan Checklist

Use this checklist to review your lesson plan BEFORE submitting it for evaluation.

\_\_\_\_\_ 1. Is a clear and definable method used? Please use PPP or ESA.

\_\_\_\_\_ 2. Are the individual parts of the lesson clearly labeled?

\_\_\_\_\_\_3. Are there clearly noted presentation, practice and production sections (or ESA sections)?

\_\_\_\_\_\_4. Is pair work or small-group work included in the lesson?

\_\_\_\_\_\_5. Is teacher-talk time minimized and student-talk time maximized?

\_\_\_\_\_\_6. Is there a clear and definable goal for the lesson?

\_\_\_\_\_\_7. Is the language for the lesson clearly linked to the goal of the lesson?

\_\_\_\_\_\_8. Have you included all handouts and/or activity sheets with your lesson plan? Have you included the answer key(s)?

\_\_\_\_\_\_9. Have you included an example of your board work?

\_\_\_\_\_\_10. If your lesson is a “conversation” type lesson where speaking skills are emphasized, have you minimized the amount of time students spend with non-speaking activities such as reading or writing?