

A format of a lesson plan is shown below. Read carefully the *italicized* text to understand the simple way of making a lesson plan.

LESSON PLAN FORMAT

Trade: *Specify your trade*

Module/Unit: *Reference to syllabus*

Date: *Day when LP prepared*

Time: *Required time for teaching*

Lesson No: *Ref to syllabus*

I. PREPARATION:

Title: *Lesson Heading*

(1) Objectives: *(After teaching of this lesson the learners will be able to)*

- *Instructional objectives of the lesson in logical sequence*
- *Write objectives starting with **measurable action verbs***
- *Presentation should not be too much or too less for a single sitting class. write at least 2 objectives and maximum up to 4 objectives*

(2) Teaching Aids: *Essential teaching aids, viz. CB, WB, duster, charts, projector, transparency, model, pointer, etc.*

(3) Introduction:

- (a) Review: *Link the learner's previous knowledge to connect present lesson*
- (b) Motivation: *Create willingness to learn, tell the purpose of learning*

II. PRESENTATION:

Developments / Topics	Information Points	Hints
<i>Development of preparation step Topics / terms with reference to the objectives</i>	<i>Definition & important points with reference to the content / topic</i>	<i>Spot hints, symbols, circuits, charts, transparency, etc.</i>

Developments / Topics	Information Points	Hints
<i>(Continuation)</i>	<i>(Continuation)</i>	<i>(Continuation)</i>

III. APPLICATION:

- Application of knowledge gained, effectiveness of teaching
- Ability to use the learnt material in new & concrete situations. Learning outcome requires higher level of understanding
- Check how well the learner uses facts, principles, rules, and theories in solving problems
- Ask developing questions, probing questions
- Interact with trainees (ask simple & direct questions)

Summary:

Recapitulate the lesson with reference to the objectives

IV. TEST:

Assignment:

- To be given to the trainees consist of objective & subjective type of questions.
- A separate assignment sheet may be enclosed

Reference: *Book name & author name for further reference*

Next Lesson: *Designate the next lesson (extend teaching)*

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DEMONSTRATION PLAN:

Demonstration Plan is a detailed description of a practical lesson or a skill prepared by an instructor for a specific duration of time. A demo plan format is shown below.

DEMONSTRATION PLAN FORMAT

Trade: Specify trade

Module/Unit: Ref syllabus

Date: Day when demo plan prepared

Time: required time for demo

Demo No: Ref to syllabus

I. PREPARATION:

SKILL: Skill to be performed

(1) Objectives: (After demonstrating of the skill the trainees will be able to)

- *State the Behavioural objectives of the skill in logical sequence*
- *Objectives should not be written as 1)'What is ohm's law?', 2)' The verification of ohm's law, etc.'*
- *Write objectives starting with measurable action verbs*

(2) Tools & Other requirements: *Necessary tools, equipments, raw materials, consumables required for the demonstration.*

(3) Introduction:

- (a) Review: *link previous knowledge of the learner to connect the present skill*
- (b) Motivation: *Create willingness to learn, Tell the purpose of learning*

II. PRESENTATION:

Procedure	Information Points / Safety Precautions	Hints
<i>Write main points with reference to the objectives.</i>	<i>Step by step procedure of the practical work & Safety precautions to be followed</i>	<i>symbols spot hints, models & charts</i>

Procedure	Information Points / Safety Precautions	Hints
<i>(Continuation)</i>	<i>(Continuation)</i>	<i>(Continuation)</i>

III. APPLICATION:

- Ability to use learnt material in new & concrete situations
- Learning outcome requires higher level of understanding
- Check the learner uses facts, principles, rules, and theories in solving problems
- Application of skill gained, imitation of the demonstration
- Developing questions, probing questions may be asked while demonstrating the skill
- Interact with trainees

Summary:

Summarizing the skill with reference to the objectives

IV. TEST:

Assignment:

To be given to the trainees related to the skill

Reference: *Book name & author name for reference*

Next Skill: *Topic of the next practical (extend teaching)*

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