

Teaching Sessions Planning Tool

CONTENT

What ground do you want to cover?

What do you want the students to be able to do/know as a result of the session?

METHODS

What range of activities do you want to include?

How will you divide the time you have available? Will it all fit in this one session?

Environment

List the resources (AV equipment and materials for the students) that you will need. Is everything booked?

Will you need to (re)arrange the teaching room?

Evaluation

How will you judge how things are going/have gone?