

Tapescripts

These materials have been designed to complement *Teaching Communication, Skills and Competencies for the International Workplace*, [Routledge](#).

Introductory Unit

Reflection activity R-IU1.4 = Designing lesson plans

For many teachers planning and preparation are two key principles of good teaching.

Planning helps them to be more organised, effective, and efficient.

Questions such as “Who am I teaching this lesson?”, “What is the purpose of the lesson?”, “How will I teach it?”, and “How will I make sure my students understand it?” may help teachers to plan their lessons.

In fact, these questions would also make sure lessons

1. have clear and achievable learning objectives or outcomes,
2. include effective teaching strategies and engaging activities,
3. present appropriate learning materials and
4. contain relevant assessment instruments which should ideally include activities for both formative and summative assessment.

It is equally important to include technology-based materials, and differentiated activities to cater for different learning preferences and proficiency levels.

All this can also be informed by the latest research on teaching and learning.