

Lesson plans contain the following 5 components:

1. Learning objectives:

- Develop clear, measurable objectives to guide what will be taught, how learners will be evaluated.
- Communicate objectives to students at the beginning of class so purpose of the lesson is clear.
- Identify 1-3 objectives outlining what learners will be able to know/do as a result of the lesson.
- Reflect students' goals and assessed needs
- Align with the Massachusetts ABE Curriculum Frameworks, especially the standards and benchmarks.

2. Materials and Resources:

- Provide a range and variety of materials, including authentic materials to the extent possible (e.g., employment application, prescription for medicine, library card application).

3. Activities:

- Determine the steps of the activity and how long the activity(ies) will take.
- Create activities that are clear in focus, engaging and relate to learner interests.
- Use an introductory activity to get students engaged in the topic and connect to and assess their prior experience, and use that information to adjust the lesson if necessary.
- Manage "teacher talk" time so learners are active participants throughout the learning process.
- Make adjustments as needed for students' varied learning styles, learning issues/disabilities, or learners that may have greater knowledge/skill than classmates.
- Use (and list) the Framework benchmark(s) to ensure the activity illuminates the learning objective.
- Though brief, add enough detail so other teachers at the program might be able to use the lesson.

4. Assessment:

- Use to plan and adjust for what will be taught in following lessons, and to provide feedback to learners.
- Must directly measure whether each learning objective was met, and/or how well it was met.
- Use a variety of assessment methods to capture learning, allow students with different learning styles to shine, and also so learners may monitor their own progress.

5. Wrap up and Reflection for Students (and Teacher):

- Devise a way for learners to capture the high points (e.g., what is the goal for learners to take away from the lesson?)
- Provide opportunities for learners to actively monitor their own progress.
- Build in discussion time and ask learners to summarize what they learned or apply what they learned to other contexts in their life. Ask learners to evaluate the class or activities; ask for ideas for the next lesson. Make sure to allow time for students to process questions and their responses.
- Reflect on the lesson: what worked well? Did any positive unintended consequences occur, to remember for the next time the lesson is used/adapted? What should be changed in the lesson to be more effective? What to remember about specific learners' needs/goals/accommodations for future classes?