I. General Guidelines

Format/Style of Assignment
- Systematic/well-structured
- Consistent
- Self-contained
- Pleasant to read

Content
- Describe clearly the teaching sequence
- Precise to the point where someone else could read your lesson plan and conduct the lesson in the same way as you intend it to be
- Append a copy of OHTs, worksheets, handouts, class tests, homework to use
- Include a pictorial representation of any manipulatives/teaching aids to use (do not submit the actual manipulatives/teaching aids)

II. More Detailed Instructions

Cover Page
- Title of Assignment: Lesson Planning
- Title of Course: PCM513 Teaching and Learning of Mathematics I
- Name of Lecturer: Dr Ng Wee Leng or Asst Prof Ng Wee Leng
- Name and Address of NIE: National Institute of Education, 1 Nanyang Walk S(637616)
- Date of Submission: 17 October 2003

Table of Contents
- Suggested Structure: Introduction, Development of the Lesson, Detailed Lesson Plan, Evaluation, Appendixes, References
- You may have a slightly different structure
- Make sure that the page numbers are correct
Introduction (1-3 pages)
- Brief description of the profile of the students for whom the lesson is intended
- Brief outline of the lesson: concepts and skills to be acquired by the students and the general approach to teaching the lesson (e.g. teacher-centred/directive, pupil-centred, cooperative learning, IT-based, etc)
- Rationale behind using that teaching approach
- Brief review of relevant literature – research relating to the significance of the topic in the curriculum, teaching/learning activities suitable for the teaching of the topic, common learning difficulties and misconceptions, the strengths and weaknesses of the suggested teaching approach in teaching the topics given the profile of your students (provide references)

Development of the lesson (1-2 pages)
- Describe how the lesson is developed to teach the concepts or skills
- Describe what teaching methods, learning activities and teaching aids are used and how the class is organised
- Describe how teaching materials are selected or constructed

Lesson Plan (3-4 pages)
- Prerequisite knowledge – entry-level skills you expect your students to possess in order to begin the lesson. e.g. Students are able to solve linear equations
- Specific Instructional Objectives – describe in detail the observable tasks that students will perform; use action verbs. e.g. “At the end of the lesson, students should be able to solve a second order differential equation with constant coefficients” (don’t use words such as understand, appreciate)
- Provide sufficient details on all activities to conduct, questions to ask, examples (and non-examples, if applicable) to give, etc, that have a direct bearing on the development of the concepts to be taught

Evaluation (1-2 pages)
- Describe how pupil learning is assessed during and after the lesson (should be reflected in the lesson plan, at least implicitly, as well)
- Describe what methods (test, worksheet, oral test, interviews, homework, questionnaire, etc) will be used