

TUTORS ASSIGNMENT CORRECTION GUIDE

MODULE 3 Instructional Techniques

UNIT 3.6 Lesson Planning

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Unit 3.6

Lesson Planning

This Guide is to assist you in the correction of the assignments for this unit.

If more than one Tutor is involved with Student Support in your institution, it will also assist in ensuring that there is a consistency in the weighting of assignments, and questions within assignments.

The Core Curriculum is designed to be offered utilising competency standards, so the elements that need to be included in answers are specified in the guide. It will therefore assist those who wish to use a competency assessment of Completed or Incomplete.

It is particularly important in the Caribbean to ensure that the assignments are assessed as indicated in the Guide, as Regional recognition is an ultimate (and desired) outcome.

Assessment Instrument

Module 3 Instructional Techniques

Unit 3.6 Lesson Planning

The trainee has successfully completed two assignments, which included:

Assignment 1

From curriculum developed in the trainee's area of expertise developing a lesson plan for a selected topic the trainee is scheduled to conduct and present the lesson:

- A. The lesson plan indicated:
 - 1. the nature of the lesson: theory, practise or a combination of both
 - 2. the lesson title
 - 3. duration
 - 4. target group
 - 5. lesson objective(s)
 - 6. preparation: instructional aids required
 - 7. training environment
 - 8. introduction techniques
 - 9. development procedures
 - 10. conclusion/feedback
 - 11. assessment strategies
- B. Presenting the planned lesson

Assignment 2.

Evaluating the lesson after its delivery at a seminar:

- A. The evaluation information included:
 - 1. lesson presentation feedback completed by the seminar facilitator
 - 2. group assessment completed by seminar participants\
 - 3. self-evaluation which defined
 - positive elements of the presentation
 - areas which need further development
- B. Refining the lesson to reflect the information gained from the evaluation feedback.



Assignment Number 3.6 – 1

Unit 3.6 Lesson Planning

To be completed and returned to your tutor for assessment.

This is an Open Book assignment and you may refer to whatever references you have at your disposal.

Name: _____ Due date: _____

Question 1

Develop a lesson plan for a topic selected from a training course you are scheduled to conduct. You may use any appropriate format for your plan.

The lesson plan must include:

- The nature of the lesson: theory , practise or a combination of both
- The lesson title
- Duration
- Target group
- Lesson objectives
- Preparation: instructional aids and resources required
- Training environment
- Introduction techniques
- Development procedures
- Conclusion/feedback
- Assessment strategies

Question 2

Present the lesson at a seminar arranged by your Tutor.



Assignment Number 3.6 – 1

Unit 3.6 Lesson Planning

Guidelines for the correct and weighting of questions for Assignment 3.6-1

Question 1

Develop a lesson plan for a topic selected from a training course you are scheduled to conduct. You may use any appropriate format for your plan.

The lesson plan must include:

- The nature of the lesson: theory , practise or a combination of both
- The lesson title
- Duration
- Target group
- Lesson objectives
- Preparation: instructional aids and resources required
- Training environment
- Introduction techniques
- Development procedures
- Conclusion/feedback
- Assessment strategies

2 marks each for elements

8 marks for format, logic and presentation

30 marks

Question 2

Present the lesson at a seminar arranged by your Tutor.

Preparation 5
Presentation 10
Incorporation of activities 5
20 marks

Total 50 marks



Assignment Number 3.6 – 2

Unit 3.6 Lesson Planning

To be completed and returned to your tutor for assessment.

Name: _____ Due date: _____

Question 1

Provide an evaluation of your lesson after its delivery.

The evaluation information must include:

- 1.1 Lesson presentation feedback:- to be completed by the seminar facilitator during your presentation
- 1.2 Group assessment:- to be completed by the seminar participants during your presentation to provide constructive feedback
- 1.3 Self Evaluation:- to be completed by you as you review your presentation to identify:
 - positive elements
 - elements which need further development

Question 2

From the evaluation reports obtained, refine your lesson plan so that it reflects the information gained from the evaluation feedback.

Present both the original lesson plan and the modified version as part of this assignment.



Assignment Number 3.6 – 2

Guidelines for the correction and weighting of questions for Assignment 3.6-2

Question 1

Provide an evaluation of your lesson after its delivery.

The evaluation information must include:

Lesson presentation feedback:- to be completed by the seminar facilitator during your presentation

10 marks

Group assessment:- to be completed by the seminar participants during your presentation to provide constructive feedback

10 marks

Self Evaluation:- to be completed by you as you review your presentation to identify:

- positive elements **5 marks**
- elements which need further development **5 marks**

Question 2

From the evaluation reports obtained, refine your lesson plan so that it reflects the information gained from the evaluation feedback.

Present both the original lesson plan and the modified version as part of this assignment. **20 marks**

Total 50 marks

Assignment 1	50 marks
Assignment 2	50 marks
Total for unit	100%