

Directions: Please use this basic lesson structure for writing your plans for every tutoring session. These plans may be written in a notebook or on a computer. Please submit these plans to us monthly via fax, email, snail mail, face-to-face, or phone.

Lesson Plan Format should contain these elements

Date: _____ Start _____ End _____ Hours: Tutor _____ Preparation _____ Travel _____

Attendance: Who: _____ Lesson's goal focus: 1 2 3 4 Personal Goal

Writing/Reading/Math Goal #: (see list at bottom of this page)

- 1. Learning goal/activity:** [This is where you put in your plans for the lesson BEFORE you meet your learner. The activities must be tied to the lesson's goal. You can't always address all of a learner's goals at every tutoring session.]
- 2. Results/What happened:** [This is where you record what you did during your session immediately AFTER the session. Write what you did and how you did it. Record observations about what worked and what didn't work.]
- 3. Next steps:** [Write your ideas here immediately AFTER the session here, too. Use this space to make plans. Plan what you need to do for the next session here. Record homework here. This area is a reminder about what you need to do before your next tutoring session.]

Sample Lesson Plan:

Date: 4/17/08 Start 8:30 AM End 9:45 AM
 Hours: Tutor 1hr 15min Preparation 30 min Travel 1 hr
 Attendance: Who: Deb Young David Scots
 Lesson's goal focus: 1 2 3 4 Personal Goal

Goal #3: Increase ability to express ideas on paper

- 1. Learning goal/activity:** (a) Identify cause & effect in sample statements, examine relationship of cause & effect; find 2 cause/effect statements in "The Trap," use "The Trap" to give him only cause or effect, let him explain which is missing & why and find the other half from the story; (b) test on words #20-29 on page 23 of skill book 3; (c) write 2 more paragraphs of story
- 2. What happened?** (a) David got cause but not effect; he identified cause for all 5 items from the book but 0 effects out of 5 items (see my notes for details); (b) spelled 5/10 (yahoo!); (c) wrote 2 more paragraphs
- 3. Next?** (a) Need another explanation for effect with examples; make the cause statements more complicated; Need to connect cause & effect with everyday life and his story writing; Use next short story for cause/effect exercises; (b) make practice sheet for -ough; (c) story sounding good; good flow to this section; write 2 more paragraphs; use his story to talk about cause/effect

NOTE: All adult learners have at least three of these goals:

Focus: Increase writing/reading/math skill levels on TABE ****EVERY 60 INSTRUCTIONAL HOURS****

Results: Increased belief, ability, and confidence as reader/writer/mathematician and communicator

Goal 1: Increase ability to interpret the printed word; Finish reading 1 book every month

Goal 2: Increase ability to perform basic math operations (including %, fractions, & decimals)

Goal 3: Increase ability to put ideas on paper (i.e., content, word usage, grammar, punctuation, capitalization, paragraphing); Submit 1 polished piece of writing every month

Goal 4: Use reading, writing, & math skills to use real-world materials to do everyday tasks and reach personal goals. Complete at least 1 new personal goal every 4-6 weeks