

Project English For Children

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Planning Guidelines



Planning the lesson

To plan the lesson, students need to refer to the lesson planning form. All the lessons need to be organized to provide smooth transitions from one topic to the other. Each lesson should begin with a review activity from the last lesson.

Be sure to

- plan a great deal of movement; be familiar with the classroom and make a detailed plan of moving activities and keep instructions simple.
- plan more activities than necessary; be ready to switch if one does not work.
- not plan to improvise; you will be too nervous.
- prepare smooth transitions from one activity to the next.
- make a detailed list of all the German phrases you will be using and share it with the rest of the group.

Your plans must include the following (required underlined):

name tags, craft, song, dance, presentation, small group activity, handout

- **The name tags** must be coded to allow dividing the children into small groups for the small group activity.
- **The small group** activity consists of a game the children will play under the direction of students to reinforce the lesson objective, such as memory, dominoes, bingo, ...
- **The song & dance** are repeating the same objective to tunes which are simple or familiar to students, such as “The Wheels on the Bus” or “The itsy bitsy Spider”. A dance or movements need to be planned with the song in form of TPR.
- The form of **the presentation** depends on the general theme of the program. The presentation is used to introduce the children to the objective, such as puppet theatre, storybook reading, dramatization, ...
- A **craft** may accompany the lesson, or can also be planned as home activity, such as a large poster to illustrate animals, body parts, etc. to decorate the classroom, or a weeklong calendar to keep track of how the children felt during the week.
- **The handout** must include the expressions and the song in German, phonetic transcription and in English, or using symbols; it must also contain a related cultural note and a take-home activity

During the Lesson

Remember

- to be as much physically on the children's' level as possible
- to not single the children out
- to plan more activities than necessary; be ready to switch if one does not work
- this is a German class: make the environment as German as possible (decorations, posters etc.). Use German for everything; use gestures to explain, your fellow students will help you to do what you want
- you are on your own as far as conducting the lesson is concerned; I will be only part of the audience; do not look for eye contact with me during the lesson; fix it yourself if something does not work; be flexible
- do not feel embarrassed to make a fool of yourself; kids love to laugh
- everybody is involved; it is everybody`s responsibility to come prepared, to enforce the lesson, to sing the songs, to play the games, etc.
- everybody is a facilitator; watch around you if there is a problem, if everybody understands; help!
- everybody has to mingle with the crowd; do not sit next to each other!
- remember, you are the role models for the parents and children: this is a German class, do speak as much English as possible! Already when greeting outside until saying: "Bye bye!"

After the lesson

- hand out evaluation forms
- everybody evaluates the lesson as immediately as possible
- study the teachers'/parents' evaluations carefully; they know their kids best and give you the best feed-back on what works, and what does not work
- do not take criticism personally; after all it only helps us to do a better job next time!
- be prepared to change your upcoming lesson from the experiences of previous lessons

III. Finally

- consider this a fun learning activity: the more fun you have, the more you and the children will learn