

ELL Lesson Planning for One-on-One Instruction

Alberta Routes

Tip Sheet 4

Purpose of a Lesson Plan

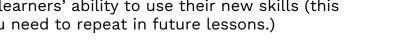
Tutors and facilitators use lesson plans for many reasons; the below are just a few.

- To focus and direct sessions.
- To identify skills to practice.
- To identify criteria for assessment.
- To record topics covered.
- To ensure continuity if the tutor cannot continue with the class or is absent for any reason.

Components of a Lesson Plan

Lesson plans can be written to include or exclude whatever makes sense for that tutor or workshop. However, they all usually include some or all of the following:

- Warm-up / review of the concepts from the previous session.
- Introduction of the new concept (link to concepts previously covered.)
- Practice the new concept (using real-life tasks and authentic materials.)
- Connection of the new skills to the learners' lives (how will they use the skill between sessions?
- Informal assessment of the learners' ability to use their new skills (this will help determine what you need to repeat in future lessons.)



Where to Begin

- 1. **Get to know the learners**. Have casual conversations. Listen to the learners. Listening and talking with learners helps identify common challenges with word order, verbs, pronouns, missing articles or prepositions, or vocabulary.
- 2. Set **goals with** learners rather than **for** them.
 - Ask, "What? Who? Where?"
 - What do learners need to read, write, listen to, and speak about?
 - What types of activities do learners need to use English for?
 - Who do learners want to speak English with?
 - Where do learners want to speak English?
 - Make goals specific and measurable. For example:
 - Write a cover letter, a resume, or a follow-up email.
 - Participate in casual conversations with co-workers.
 - Ask for and share feelings or opinions.
 - Write an incident report for work.
- 3. Start with the **material** that learners need to use.
 - What grammar and vocabulary do they need to complete the activity?
 - What pragmatic knowledge do they need to communicate with supervisors, co-workers, classmates, strangers, or neighbours?
 - What standards do they need to know about when writing emails or letters?

Essential When Planning an ELL Lesson

- Maximize learners' use of English and ways to interact.
- Provide opportunities to practice and use material in more than one way.
- Build a repertoire of instructional strategies and incorporate them into lessons.
- Provide opportunities for both fluency (producing language coherently) and accuracy (producing language correctly)
- Focus on two or three goals in each lesson.
- Use different activities and materials to practice the same concept.

Resources

NorQuest College

- Alberta Routes Tip Sheets
- <u>Gaining Access to New Employee Orientation for Newcomers to the</u> <u>Workplace</u>

External

- Janis' ESL Links
- <u>file:///Users/hilary.mchale/Desktop/Templates/norquest.caCanadian</u> -<u>LINC home study materials</u>
- Govt of Canada Teacher's Corner
- Real English for Gamers
- <u>Campus Movie Fest Small Talk</u>
- CALP English Express
- British Council Teaching English
- Goal Setting Demystifying ELL Lesson Planning
- Language for Work

Alberta Routes Workshops

https://albertaroutes.norquest.ca/services/workshops.aspx

Next Review Date

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Revision History

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