

# The Preparation and Planning of Instruction

The importance of planning cannot be too strongly emphasized. When preparing a lesson the instructor must take into account the following factors:

- a. Objective of the lesson to be taught.
- b. Time available.
- c. His own knowledge.
- d. Knowledge and intelligence of the class.
- e. Medium of instruction to be used.
- f. Size of class.
- g. Stores required and availability.
- h. Place where instruction is to take place.
- i. Preparation of rooms. area. kit. etc.

Having considered these the instructor is in a position to define his objective and plan the lesson in the following sequence:

## ***The Objective***

This must be CLEAR, DEFINITE and LIMITED.

## ***Instructor's Knowledge***

The instructor's knowledge must be sufficient for him to put the lessons over really well. When running a discussion a wider knowledge is needed as the course of the period depends largely on the views of the students.

## ***Subject Matter***

This must be only that which is required to achieve the objective of the lesson; all irrelevant matter must be discarded and what is left must be arranged in a logical sequence.

## ***Splitting Up of a Lesson***

The lesson must be broken up into easily digestible stages. The following is a method of dividing up the lesson:

- a. **Beginning.** Interest of the class must be aroused and they must know what they are going to learn. The beginning consists of:
  1. Preliminaries if necessary, e.g., safety precautions when appropriate.
  2. Revision if relevant.
  3. Approach - objective and purpose.

- b. Middle.** This is the part of the lesson in which the new knowledge is put over. It must be arranged in a logical sequence and must, as far as possible, be broken up into stages. The last is desirable so that the instructor can confirm at intervals that the knowledge is being assimilated.
- c. End.** During this part of the lesson the instructor must satisfy himself that the class has reached the required standard and understands the lesson. He must:
  - 1. Invite questions from the class.
  - 2. Test that the objective has been achieved.
  - 3. Summarize the main points.

A plan on these lines is necessary whatever medium of instruction is used; with minor modifications it is equally applicable to lectures and discussions, as well as to formal lessons.

## **Lesson Plan**

A specimen lesson plan is given below which is an ideal, but some form of lesson plan is always necessary even if it is only a series of headings in a notebook. The more detailed the plan the better.

### **Preparation**

**SUBJECT**

What are you going to teach?

**REFERENCE TO MANUAL**

The part(s) of the manual or other books to study.

**YOUR OBJECTIVE**

What you want the cadet to be able to do or know at the end of the lesson.

**STORES AND AIDS**

According to the size of the class.

**PLACE OF WORK AND LAYOUT**

Initial layout, seating, lighting and heating.

### **Beginning (approximately 5 minutes)**

**PRELIMINARIES**

Check kit and dress. Call Roll. Safety Precautions.

**REVISION**

Revise only facts and skills concerned with this Lesson.

**APPROACH**

What is to be taught and why. Make it brief, instructive and to the point and use it as an incentive.

### **Middle (approximately 20 minutes)**

**STAGE 1 and successive stages**

This main part of the lesson is to be planned as follows in successive stages so that it can be easily absorbed by cadets.

<b>Heading</b>	<b>Example</b>
Action By instructor	Example Explanation, demonstration and imitation of....
Class formation.	Standing at ease in a semicircle.
Remarks.	Rifle mechanism chart.

### **End**

**QUESTIONS TEST**

Invite questions from class to clear up doubts. Test on vital points to ensure cadets have learnt them.

**PACK KIT**

Includes Safety Precautions.

**SUMMARY**

Bring out main points of lesson. Tell them next stage.

### **Instructor Personal Notes**

Points that assisted with the lesson and points to avoid next time.