

# Lesson Plan 2008/09

This form is downloadable from the Quality Improvement page of the College Intranet.



Department: \_\_\_\_\_ Tutor Name: \_\_\_\_\_

Course Code: \_\_\_\_\_ Course Name: \_\_\_\_\_

Subject / Unit: Study Success Lesson Title: Tutorial 1

<b>Aim:</b>	Improving punctuality
<b>Objectives:</b>	Understand the importance of punctuality Know reasons for and consequences of lateness Know practical solutions for lateness Practise being punctual

<b>Date:</b>	<b>Room:</b>	<b>Group Size:</b>
<b>Time:</b>	<b>Level:</b>	
<b>Differentiation to address Class Profile:</b>		
<b>Languages Spoken:</b>		
<b>Special Issues relating to this Class:</b>		
<b>Previous Knowledge:</b>		
<b>Homework to be Returned this Lesson:</b>		
<b>MATERIALS:</b> Handouts: <b>1A</b> - 1 for every 2 learners, <b>1B</b> - 1 for each learner, <b>1C</b> – 1 for 2 learners, <b>1D</b> 1 for 4 learners		

Time	Content incl. Key and Functional Skills	What Learners do	What Tutor does incl. Assessment	Resources
10	Warmer, pair discussion	Pairs use handout 1A to discuss questions	Set task and monitor	Handout: Study Success Tutorial 1 Handout A
		Pairs give feedback	Take feedback from pairs Write on board common reasons for students failing or dropping out of courses Outline aims of unit Share objectives for tutorial class	
10	Class survey on lateness	Whole class mingles to complete survey (if large class, split into groups of 8)	Introduce topic of punctuality Set task, check students understand tally system	Handout: Study Success Tutorial 1 Handout B
		Whole class gives results of survey	Write results of survey on board Spell out lateness facts: <ul style="list-style-type: none"> <li>Students who are often late are more likely to drop out, fail or get a lower than predicted grade</li> <li>Minimum attendance requirement at college is 80%</li> </ul>	

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Time	Content incl. Key and Functional Skills	What Learners do	What Tutor does incl. Assessment	Resources
			<ul style="list-style-type: none"> <li>• Lateness can result in no EMA / no EMA bonus etc</li> </ul>	
10	Solutions for lateness	<p>Pairs use handout 1C to read case studies, discuss solutions and make notes</p> <p>Pairs give feedback to class</p>	<p>Set task and monitor</p> <p>Take feedback from pairs Highlight student services for advice and guidance on personal problems relating to punctuality</p>	Handout: Study Success Tutorial 1 Handout C
5	Planning for punctuality game	Groups of 4 read instructions on handout 1D. Follow instructions to plan for activities they will do.	<p><b>Game rules:</b> groups estimate time needed for each activity, decide which they can complete in 20 minutes, the order to complete them and the individual that will do each activity. Then individuals in the group take turns to complete the activities in the time and order they have planned. The winner is the group who stick most closely to their plan.</p>	Handout: Study Success Tutorial 1 Handout D
20	Punctuality game	<p>Groups of 4 follow plan to complete planned activities in time and order they have set themselves</p> <p>Students not carrying out activities stay in classroom, can work on other studies while waiting for team members to complete activities</p>	Monitor – insist that all students back by deadline of 20 minutes	
5	Summary	Show evidence of activities completed	Assess and praise winning group	

### Individual Learners' Plans for this Lesson

Name	Plan

Review of Lesson	Good	Satisfactory	Needs Change	Comments
Evidence of Learning				
Pacing				

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Participation of all Students				
Appropriateness of Level				
Teaching Materials				
Appropriate Teaching Styles				
Students Motivated / Enjoyment in Learning				
Good Learning Environment				
Responsiveness to Students				
Homework Collected				____ out of ____

### Evaluation and Comments: