



Oklahoma 4-H Youth Development

Teen Action and Growth

Developing 4-H Teen Leaders for our club, community, country and world

Planning a Lesson

Careful preparation of your lesson will aid in communicating a message, because you will feel more secure and confident in front of your audience. If you are well prepared, they will pay more attention, and there will be fewer problems with loss of attention, which can result in dealing with behavior and discipline.

One rule in lesson planning is: that one-hour of teaching requires at least two-four hours of preparation. Secondly, plan to teach more than you will actually end up using. Here are some practical points in getting your lesson prepared.

1. Sit down with the resource materials and leisurely read through it two or three times. Jot down the main ideas and the main theme. Tape this where you will see it every day and think about how you are going to teach it.
2. Write the lesson using the following *4-H Teaching Outline* and putting it in your own words.
 - a. Review the recommended activities. If you feel they are not suited for your group, change them. Have you provided the necessary background information to the group?
 - b. Watch the vocabulary. Evaluate the words the audience will not understand and decide how you will explain and define them.
 - c. Determine what visual aids and other materials you need for the activities. Collect these items as soon as possible.
 - d. Have you provided "things to think about" (critical thinking) and discussion time?
 - e. Have you provided opportunities for the audience to feel good about themselves and boost their self-esteem?
3. Work on your presentation.
 - a. Plan carefully for your first teaching session. This may be your first contact with the audience. Good beginnings are important and will pay off in high interest.
 - b. Use the visual aids when you practice the presentation.
 - c. Carefully review the learning experiences so you clearly understand the purpose and how to explain them to the audience.
4. Atmosphere and Meeting Space -- Try to have a pleasant, comfortable, easily accessible location with adequate space to do the lesson or activity.
5. Follow-up
 - a. Use the learning session checklist to evaluate your progress as a teacher.
 - b. Have you provided the audience with an activity to do outside the meeting, which will stimulate interest and reinforce what was taught?

Lesson Planning Guide

Audience _____ Time Allocated _____

Number of Participants _____ Place _____

What are the audience needs? _____

Is my purpose to inform, persuade, inspire, or entertain? _____

Do you want to change an attitude, increase knowledge, or teach a skill? _____

Key concepts I want them to know: _____

What teaching methods are most appropriate for the group and subject matter?

Materials and equipment needed: _____

What tasks must I do? _____

How will the members participate? _____

Workshop/Lesson Planning Guide

Workshop Title _____

Location _____ Date _____ Time _____

Number of Participants _____ Approximate Age of Participants _____

Subject Matter to be taught:

Objective for teaching the subject (what will the participants learn?):

OUTLINE OF WORKSHOP - Briefly, yet thoroughly outline what will be taught in your workshop.

Introduction – An introduction should include interesting facts, trivia, or history about the topic being taught. The introduction can very briefly outline what will be taught and how the students will be able to use the information following the workshop. Be sure to show a sample of a completed item.

Body – Outline step-by-step what you will be teaching and what the students will be doing. Use the following example to develop the body of your workshop.

Example

What I will show or do.	Time Involved	What the students will do.	Time Involved
How to mark fabric and cut out a wall hanging.	5 min.	The students will mark their own fabric and cut it out.	15 min.
Show how to press and sew in hem and casing.	10 min.	Press and sew-in hem and casing.	20 min.

What I will show or do.	Time Involved	What the students will do.	Time Involved

Conclusion – summarize presentation. Keep the conclusion interesting and highlight ways to use the information (i.e., Exhibiting in fairs, as a gift, teaching others, etc.).

Total time necessary to teach workshop _____

Equipment needed: _____

Visual Aids to prepare: _____