**How to plan a lesson**

**Warm-up**   
A [warm-up activity](http://busyteacher.org/teaching_ideas_and_techniques/warmers/) can be used in a number of ways. It can get your students thinking about material that will be used later on in the class, [review material](http://busyteacher.org/teaching_ideas_and_techniques/recycling_and_revising-worksheets/) from a previous class or simply get your students thinking in English, [moving around](http://busyteacher.org/classroom_activities-speaking/mingling-activities/) or awake. This activity should only take up a small portion of your lesson, perhaps **five minutes**.

**Introduction (Presentation)**  
A good introduction will create a need for students to learn the material you are going to present and get them interested in the day’s topic. This is the part of the lesson where the teacher does the most talking so try to get students involved and use choral repetition to keep students talking about half the time. Depending on how complex the topic is or how much new vocabulary there is the introduction could take some time, but in most cases **about ten minutes should be sufficient**.

**Practice**   
The practice activity would normally be about ten minutes and have students working individually or in pairs. Practising model dialogues, completing worksheets and doing short activities would be appropriate. This may take **about ten minutes**, including going over the answers or having some demonstrations.

**Production**In the production activity students should have to produce material on their own. Rather than reading sentences, perhaps they have to [answer questions](http://busyteacher.org/classroom_activities-grammar/questions_and_short_answers-worksheets/) or make their own sentences. Longer activities such as board games, which can be played in groups, or activities for the whole class, where students work in teams, would be best. **The remaining class time can be devoted to this activity**.

**Review (Plenary)**It is a good idea to plan **another five-minute activity** that can be done at the end of class as a review or used as the warm-up in the following lesson. If the production activity does not take up the remaining portion of the class period, you have a backup plan.

**Important**  
When writing lesson plans, be sure to include what part of the textbook you are covering in the lesson, the target structure, new vocabulary, directions for all the activities you intend to use and the approximate time each section of your lesson will take. The idea behind a lesson plan is that another teacher could pick it up and successfully teach your class without further instructions. If there is an activity where you plan to ask the students questions so that they use [the past tense](http://busyteacher.org/classroom_activities-grammar/tenses/past_simple-worksheets/) in their responses, write down the questions you plan to ask. It is more difficult to think of appropriate questions on the spot and you are more likely to ask them a question using vocabulary they are unfamiliar with as well. If there is a group activity in the lesson, write down about how many students should be in each group because two to four students is a lot different than five to ten. **Writing out your lesson plan can also help you figure out what material you must prepare for a lesson** because if your production activity will only take about ten minutes, then you are obviously going to need an additional activity to end the class with.   
  
Not all lessons will be conducted the same. In some instances, the introduction of new material may take an entire lesson or the production activity may be an entire lesson. **It is always good to have familiar activities to fall back on** in case something doesn’t work quite the way you had planned. If students are playing the [board game](http://busyteacher.org/classroom_activities-vocabulary/crosswordsboardgamesvocabulary_games-worksheets/) without actually speaking, in other words just moving their pieces around the board, they are not getting the necessary practice so you may have to either join the group having difficulties or change activities altogether.

At any rate, lesson plans are enormously helpful and if the following year you find yourself teaching the same material, preparation will be a breeze.