



Brunswick County Literacy Council



Adult Basic Literacy Additional Tutor Resources

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Steps in Lesson Planning

1. Ask “Who?”
 - Review information from the Needs Assessment Inventory and skills assessment
 - Write some learning objectives
2. Ask “What?” (for each objective)
 - Select the topic(s)
 - Identify the language skills
3. Ask “How?” (for each language skill)
 - Select the activities
 - Select the materials
4. Write the lesson plan

Two Basic Ingredients in Lesson Planning

1. Instructional Materials
 - give ABL learners the background basics of literacy and life skills in order to work toward their goal
2. Activities to meet individual needs
 - “be able to fill out a job application”
 - “be able to write a note to child’s teacher”

Things to Consider in Lesson Planning

- **Length of time** you and your student have worked together. At first, you may spend more time on one piece of learning until you have identified more needs and goals
- **Build on skills** introduced in the last lesson. If something was difficult, you might want to return to that and do additional work on that skill before going on to other activities
- **Future plans** If a special event is coming up, you might spend more time preparing for it and less time on other goals
- **Immediate needs** of the learner. If the learner has an upcoming job interview, you might spend most of the lesson helping the learner work on that, or needing to read the label on a prescription bottle

Lesson Plan Outline

- Learning Objective:

- Short-term goal

- Skills:

 - Reading

 - Writing

 - Mathematics

 - Life skills

 - For GED: Social Studies

 - Science

Activities

Materials

Needs Assessment

Who is this person?

Name:

Age:

Marital Status:

Interests:

Family:

Previous schooling:

Employment:

Long-term goals:

Short-term goals:

Current tutoring information:

Evaluating Progress

Portfolios – P. 128

- ...document learning and assess progress overtime
- ...help the learner develop self-evaluation skills
- ...demonstrate a variety of reading and writing activities
- ...identify needs and plans for future lessons
- ...way to show progress to BCLC between assessments



The page numbers in **RED** refer to the “Teaching Adults: A Literacy Resource Book” text

Evaluating Progress

Tutor Learning Logs – P. 131

- ...an ongoing record of tutoring process
- ...shows what the learner worked on, what was discussed, what was observed
- ...learner’s strengths and needs
- ...ideas, stories/experiences described
- ...tutor’s thoughts



Evaluating Progress

Student Learning Logs – P. 133

- ...log (or journal) where the student can write about what he/she is learning
 - ...his/her feelings
 - ...things learned outside of class
 - ...what they believe is a need
 - ...ideas they have for future lessons.
- P. 105 - 107 has info on journals
 - P. 114 - 115 has info on keeping a writing folder



Resources from the 21st Century



TV411

<http://www.tv411.org>



Khan Academy

<http://www.khanacademy.org>



ProLiteracy Courses

<http://www.proliteracyednet.org/articles.asp?mcid=2>



Goodwill

<http://www.goodwill.org/goodwill-for-you/jobs-and-careers/online-learning>



GED Scoreboost

- Seven books for five tests – no teacher’s manual
- Practice tests throughout
- Answers in back so student can work on his/her own
- Actual practice tests available in other book
- Offer one-on-one to students for whom transportation, child care or classroom may be an issue

Three Math books

- Whole Number, Decimals, Fractions, and Percents
- Measurement and Data Analysis
- Algebra and Geometry

Two English books

- Sentence Structure, Usage, and Mechanics
- Essay Writing and Organization Skills

Two Social Studies and Science

- Graphic Skills for Social Studies and Science
- Critical Thinking for Reading, SS and Science

Driver’s Education

- Books available at lower reading level
- Prepare for written test only
- No teacher’s manual
- Caution: don’t assume you already know the answers!