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| --- | --- | --- | --- |
| *Lesson Plan Tool* | | | |
| ***Criteria*** | ***Yes*** | ***No*** | ***Comments / Remarks*** |
| Does the lesson plan format used accommodate the important aspects? |  |  |  |
| Does the lesson plan contain the details of the school; learning area; grade etc? |  |  |  |
| Is the duration of the lesson plan appropriate to the topic? |  |  |  |
| Does it have appropriate topic? |  |  |  |
| Is the topic introduced well? |  |  |  |
| Is the topic broken down into subtopics? |  |  |  |
| Are the subtopics logically and chronologically arranged so that the learners can easily grasp them? |  |  |  |
| Does the lesson show how learners are engaged in the presentation of the lesson? |  |  |  |
| Does the lesson have resources assisting the educator and learners in the presentation? |  |  |  |
| Are the resources used well planned and appropriate? |  |  |  |
| Does the teacher track whether the learners are still following him/her during the unpacking of each subtopic (informal assessment)? |  |  |  |
| Is there coherent pulling together of all the subtopics in relation with the main topic? |  |  |  |
| Is the lesson clearly rounded off (summarized) emphasizing the key areas in order for the learner to have a clear understanding? |  |  |  |

Good Practices

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Challenges

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Recommendations

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HOD Name: …………………………………….. Signature …………. Date ………

Educator Name: …………………………………….. Signature …………. Date ………