**PREPARATION FOR TEACHING**

Notes prior preparation prevents failure.

Failure to prepare is preparing to fail

For effective teaching and learning processes to take place there MUST be purposely strategically, logically and systematically well preparation of the following: -

1. **Schemes of Work**
* Advanced scheme of work
* Detailed scheme of work

How to produce a good scheme of work;

* Interpret curriculum very well.
* Systematically break down units/themes into teachable topics and sub topics.
* Use a variety of approved and current revised course books.
* Make consultations from others.
* Select appropriate methods and approaches.
* Agree upon the format to be used.
* Have the schemes approved before put into use

A sample of template of scheme of work

***Ref. Appendix A.***

1. **Lesson notes**

Component of lesson notes

* Language competence.
* Listen and write words.
* Subject competence/content matter.
* Suggest activity.

- Give a standard and balanced activity basing on blooms taxonomy (knowledge, comprehension and application questions)

1. **A lesson Plan**

Components of a lesson plan

1. Preliminary table.
2. Standard basic information.
3. Lesson development.
4. Self-education.
5. **Instructional Materials**

If you are to use charts;

* They should be neatly drawn-they should be large enough.
* They should be neatly and correctly labelled.
* They should be prepared early enough.
* They should be checked and approved before use.