

August 9, 1999

MEMORANDUM

TO: ESL Practitioners

FROM: Florence Taylor, Ed.D.
Coordinator
Adult Basic Education and English as a Second Language

SUBJECT: ESL Lesson Plans

You are invited to prepare and submit an ESL lesson plan for possible inclusion in a North Carolina Community College System reference guide for ESL instructors. All submissions should follow the format on the attached page. A committee will review the lesson plans and select twenty to be published. The committee reserves the right to edit lesson plans as needed.

In choosing a theme for the lesson, think about the needs that your students have expressed either directly or indirectly. It may be as simple as a student saying that he or she wants to learn some techniques for job interviews. It may be that you will have to infer the students' needs by listening to students talking among themselves. As you develop the lesson plan, please keep in mind what it is that the students need to know and what type of change or impact this lesson will have on them.

The deadline for submission of lesson plans is September 8, 1999. Please send your lesson plan to the address below.

Dr. Florence Taylor
North Carolina Community Colleges System Office
5024 Mail Service Center
Raleigh, NC 27699-5024

Attachment

PC: Presidents
Basic Skills Directors
ESL Directors/Coordinators

CC99-224
Paper Copy

New Mailing Address: 5024 Mail Service Center~Raleigh, NC 27699-5024

Lesson Plan Author Information

Name:

Address:

College/Organization:

Home Phone:

Work Phone:

Fax:

E-mail:

ESL Teaching Experience:

ESL Lesson Plan

< Title/Theme of Lesson:

< Scenario: (Briefly explain why this theme is being explored.)

< Intended Level(s):

< Approximate length of lesson: (Is this a single lesson or will it be a project to be carried put over several class meetings?)

< Expected student outcomes: (What changes will take place?)

< Materials/Resources needed:

< Procedure: (Outline the steps needed to present the material and develop the outcomes.)

< **Assessment:** (Describe how the outcomes will be measured.)

< **Comments:** (Optional)