

- *The teacher begins his planning before school opens and during the first week. He should establish the achievement level of his classes. There is a variety of ways in which this may be done. The teacher asks the previous teacher to tell him about each of the pupils. He may also look through the pupils' test-books and the register to find out what mark each of his pupils had the previous year. The teacher may administer pre-tests, either formally or informally, or he may conduct an informal quizzing, asking pupils questions in the foreign language to know if they can understand them and respond properly, or he has a conversation within the topics of the previous year. After the teacher has determined the achievement level of his classes, he sketches out an outline of the year's work. In making up his yearly outline the teacher consults the syllabus, Teacher's Book, Pupil's Book, and other teaching materials and sets what seems to him to be realistic limits to the content to be covered during the course of the year. In sketching out an outline of the term's work the teacher makes a careful study of Teacher's Book, Pupil's Book, teaching aids and teaching materials available for this particular form. Taking into consideration the achievements of his class, he compiles a calendar plan in accordance with the time-table of a given form.*

UNIT PLANNING

The teacher needs
two kinds of plans
to work
successfully

the plan of a series
of class-periods for
a lesson or unit
of the textbook

a unit plan,
and the dally plan
or the lesson plan
for a particular
class-period.

Pupils coming to the lesson should know what they are to do during the lesson, what performance level is required of them, and how it can be achieved. Here are a few examples:

- Teach pupils to understand the following words when hearing and to use them in sentences orally.
- Teach pupils to form new words with the help of the following suffixes... and to use them in the situations given.
- Teach pupils to consult a dictionary to look up the meaning of the following words...
- Teach pupils to recognize the international words... when hearing (or reading).
- Teach pupils to guess the meaning of unfamiliar words from the context while reading text "...".
- Teach pupils to understand the statements in the Present Perfect and to use them in the following situations.....
- Teach pupils to ask and answer questions in the Present Perfect and to make up dialogues following the models.
- Teach pupils to find the logical predicate in the sentences... while reading following the structural signals.
- Teach pupils to speak about the following objects on utterance level (in a few sentences). — Teach pupils to use the words and grammar covered in speaking about the places of interest in our town.
- Teach pupils to find topical sentences while reading text "...".
- Teach pupils to get the main information while reading text "...".