

**BOARD FOR THE TEACHING & TESTING OF  
SOUTH ASIAN LANGUAGES**

**TEACHER'S LESSON PLANNER AND HANDBOOK**

Contents	Page	Objectives of Section
<b>Teacher's Personal Particulars</b>	<b>3</b>	Teachers to update their particulars on this page (academic and professional qualifications).
<b>BTTSAL Calendar</b>	<b>5</b>	Teachers are to paste the Semester 1 and 2 calendars on the pages provided. They are to refer to the Calendar for their Lesson Planning.
<b>Scheme of Work</b>	<b>8</b>	Teachers are to paste the Scheme of Work (SOW) for Semester 1 & 2 on the pages provided. Teachers will use the SOW as a guide when planning their week to week lessons.
<b>Record of Formative Assessment/Examination</b>	<b>15</b>	<p>In the Course Books, Language Activity Books and Assessment Books, there is potential for teachers to do milestone checks on students' learning.</p> <p>Teachers can inform students that the selected sections will be recorded as class tests. Once students complete the assigned tasks, teachers will mark as per marking key assigned in the respective book / marking key set by teacher.</p> <p>The teacher will then record the marks in these pages.</p> <p>These will help teachers to track student learning and appropriately prepare their subsequent lessons.</p>
<b>21st Century Competencies</b>	<b>22</b>	<p>The 21<sup>st</sup> Century Competencies Framework is provided on page 22. There will be a training for all teachers on 12 Jan 2014 explaining the 21<sup>st</sup> Century Competencies.</p> <p>Teachers can refer to page 23 for definitions of the 21<sup>st</sup> Century Competencies/ traits and reflect the particular competency/ competences that will be the focus of the lessons planned for that week.</p>

<p><b>Weekly Lesson Plan Exemplars</b></p>	<p><b>25</b></p>	<p>There are 3 exemplars of Lesson Plans in this Section. One is a Lower Primary lesson, one an Upper Primary lesson and one a Secondary level lesson.</p> <p>Teachers may use these to guide them for their Weekly Lesson Plan.</p>
<p><b>Weekly Lesson Plans for Teaching And Learning Strategies (TALS)</b></p>	<p><b>29</b></p>	<p>There are 32 pages of Lesson Plan templates to complete in the course of the year.</p> <p>These will be sufficient for the number of teaching weeks in Semesters 1 &amp; 2. There is no need to complete these pages for holiday weeks/ examination weeks.</p> <p>The Centre Supervisor will check these pages of the Lesson Planner each week.</p>
<p><b>Reflection Logs 1 &amp; 2</b></p>	<p><b>62</b></p>	<p>There are two Reflection Logs (RLogs). Each Reflection Log has 8 templates.</p> <p>Teachers are to select <u>8 lessons each Semester</u> to do a Self-Assessment. These RLogs have relevant and targeted teaching strategies which are asked in the form of a Checklist.</p> <p>Teachers should familiarise themselves with the RLogs and use the <u>teaching strategies</u> to assist them in making decisions in selecting the appropriate teaching strategy to teach a particular skill.</p>
<p><b>Extracts from Standard Operating Procedures (SOP)</b></p>	<p><b>80</b></p>	<p>The following sections from the Standard Operating Procedures (SOP) have been extracted and included here so that teachers have a reference point in understanding the day-to-day responsibilities of an NTIL teacher.</p> <ul style="list-style-type: none"> <li>- Duties and Responsibilities of Centre Supervisors</li> <li>- Duties and Responsibilities of Additional Support Teachers (ASLT)</li> </ul>

		<ul style="list-style-type: none"> <li>- Duties and Responsibilities of NTIL Teachers</li> <li>- Permitted Class Enrolment (PCE)</li> <li>- Centre Supervisor’s Weekly Report Template</li> <li>- Movement of Students</li> <li>- Common Work Review (NTIL Teachers)</li> <li>- Common Work Review (ASLTs)</li> <li>- Common Staff Appraisal System</li> <li>- Career Progression Chart</li> <li>- Common Induction Programme for New teachers</li> <li>- Sample Appointment Letter of an NTIL teacher</li> <li>- NTIL Teacher’s Letter of Undertaking</li> </ul>
Learning Environment & Teaching Strategies (LETS)	95	<p>There are 2 such templates here, one for Semester 1 and another for Semester 2.</p> <p>These templates will be used for Lesson Observations. Teachers may familiarise themselves with the areas stated in these templates so that they are aware of the areas that are looked into when observing lessons.</p>
Checking Of Written Work (COWW)	98	<p>There are 2 such templates here, one for Semester 1 and another for Semester 2.</p> <p>These templates will be used for checking of students’ Written Work. Teachers may familiarise themselves with the areas stated in these templates so that they are aware of the areas that are looked into when checking students’ written work.</p>
Dialogue with Parents	101	These are pages where teachers will record all their communication with parents.
Five Questions for Teacher Effectiveness	106	There are five questions in this section which teachers need to ask themselves to Self-Check whether they are effective as teachers.

**NOTE:** There are separators in the book that carry Famous sayings related to Education. Teachers should read these often so that they can stay focused as good teachers.