

## Mini-Lesson Preparation Checklist Form

This worksheet can be used as a guide for preparing to present in a lecture format, though most of the skills and behaviors apply across instructional modes.

**Statement of Learning Goal:** By the end of this lesson, my students will be able to . . .

<b>Opening of Lesson</b>	Preparation
Provides lesson context & relevance	
Asserts learning goal	
Other:	
<b>Body of Lesson</b>	Preparation
Defines any terms needed to understand concepts	
Uses effective examples, illustrations, anecdotes, etc.	
Clearly distinguishes main points from supportive details	
Organizes/sequences information for optimal learning	
Offers clear transitions between major points	
Stays on topic & achieves stated learning goal	
Other:	
<b>Closing of Lesson</b>	Preparation
Reasserts learning goal	
Offers final thoughts (on implications, previous lesson, future lesson)	
Other:	
<b>Teacher Presence</b>	Preparation
Checks & responds to student understanding/needs	
Attempts to engage group & individuals as appropriate	
Responds well to students' comments/questions	
Demonstrates confidence, rapport with students	
Other:	
<b>Verbal &amp; Spatial Behavior</b>	Preparation
Pacing and articulation	
Voice level	
Gestures & movement	
Eye contact & facial expression	
Use of board, other visual aids	
Strategic pauses & silences	
Other:	