## Lesson planning proforma

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| **Year/Stage:** |  |
| **Syllabus reference**: | |
| **Text:**  **[Topic/Learning Sequence?]** | |
| **Language focus:** | |
| **Preparing for reading (Stage 1)** | |
| **Background knowledge required:** | |
| **Summary of the text:** (dot-point for each paragraph or section of the text) | |

**Detailed reading (Stage 2)**

Read each paragraph, discuss and have students mark or highlight key information.

Detailed Reading may be performed on part of the text and/or may be set for students to complete individually or in groups.

**Note-making from text (Stage 3)**

These notes are written on the board/screen, from the highlighted information in Stage 2.

This might be a whole-class activity or it could start with the whole class and then be completed individually or in groups, depending on the needs of the class and the time available.

**Joint construction from notes (Stage 4)**

This is an example of a text that could be written from the notes in Stage 3.

Joint construction may be performed on part of the text and/or may be set for students to complete individually or in groups.