

SUGGESTED FORMAT FOR THE LESSONS RECORD BOOK

Date, Time & Classes			Units, lessons & pages	Content of the Lesson	Remarks & Signature
CC1	CC2	CC3			
7 Oct 3-4	8 Oct 2-3	7 Oct 8-9	- U.3: Reading (cont'd)	- homework corrected: - title of the lesson if there is one: e.g. reading comp./writing... + page if in SB, TB or WB) - main stages/activities of the lesson/session: 1- 2- 3- - etc. - assigned homework + page if from SB or WB	- comments on the lesson/T's & SS' performance... - difficulties if any - materials used - ideas or possible improvements for future use - special objectives - follow-up if planned - special events - unfinished parts - etc.
10 Oct 10-11	10 Oct 5-6	9 Oct 2-3	- 1st part of the session - Oral Assessment N°... - Time allotted: ...	- homework corrected: type of homework - main activities of the session - include handouts if used - number of SS assessed - skill assessed: (accuracy, fluency, appropriacy or conveying meaning...) - an idea about the activity adopted: (e.g.: picture description / dialogue completion / memorisation / interview / question-answer, etc.) - Homework: ...	
15 Oct 10-11	14 Oct 5-6	15 Oct 2-3	- 1st part of the session - Written quiz, N°... - Time allotted: ...	- homework corrected: ... - main activities of the session: - a copy of the test to be attached here if given as a handout (please keep the original format: typed with a typewriter/ word-processed by a computer/ photocopied/ offset duplicated, etc.) Or - to be rewritten here if handwritten on blackboard - Homework: ...	