

Class Record Book: Suggested Template

N	Date	Reference	Lesson type	Lesson Outline	Reflection	Signature
1	Oct 21, 2014	-Unit (textbook) -Page(s) -Source of supplementary materials (handouts, worksheets, audio and video materials)	-Skills work -Language study (vocabulary, grammar). - Communication / functional practise. -Learner-training/ study skills. - Project work. -Assessment -Remedial work	1.Target skills /competencies 2. Materials used (besides the board and textbook): 3. Lesson opening (including WALT) 4. Main steps 5. Closing (refer to AFL) 6. Any other information that would feature the teacher's creativity and personal initiative (reading clubs,...) N.B. For tests, remember to n note down the quiz plan and staple a copy of the test (Ref. Circular 182)	(once a week on average) 1. What went well? How do I know? 2. What didn't go well? Why? 3. How can I do better? OR 1. Two things to keep up. 2. Two things to reflect on.	