

ONLINE LESSON PLANNING AND DELIVERY

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Abstract: In this workshop James will introduce how to do lesson planning and delivery online. The workshop will cover setting up an online teaching diary, lesson planning, editing and adding links to relevant Japanese sites from a lesson plan. Participants will have a hands-on experience of planning a lesson online. Some of James online lesson plans, student work and a basic lesson plan template will be provided. Participants will receive a CD-Rom containing James's presentation handouts, a list of Japanese teaching URLs that are useful for setting up the intranet based lessons. No pre-knowledge of website design is required.

Key words: Online lesson planning/delivery via intranet

PART 1: INTRODUCTION

Introduction of James's Japanese teaching site in Year levels, online teaching diary and view samples daily lesson plans.

PART 2: HANDS-ON WORKSHOP

How to build an online teaching diary, to complete a lesson plan in ten minutes.

1. A basic lesson plan template is provided which includes:

Lesson objectives for the day, Vocabulary teaching, links to vocabulary list, pictures audio/video files or relevant sites, vocabulary games, grammar and sentence structure list, links to sites and multimedia files for practice. Sample listening and reading activities such as links to FNN Network's web TV or other media sites.

Links to relevant Hiragana, Katakana or Kanji practice sites for writing practice.

Links to relevant Japanese cultural sites for teaching the day's cultural knowledge.

Recap of the day's learning content and setting up of homework.

Sample activity sites and student task-setting pages.

Links to online homework practice game site or pages.

2. Hands-on:

Transfer the lesson template to the practice site.

Edit the template,

Link each step of the lesson to relevant website, pictures or multimedia files.

Perform a test- run of the completed online lesson plan.

PART 3: EVALUATION

Links to resource site - the KnowledgeNet: our intranet provider, for participants to contact after the conference, will be provided.

Questions and answers.

Evaluation of the workshop