



Blank Forms

Unit Planning Form

Topic/Title:	
Goal: (The goal is a summary of why the learners need to study the topic, and explain the purpose of the unit in a few sentences or a short paragraph.)	
NRS Level: (Beg. Literacy, Low Beg., High Beg, Low Intermediate, High Intermediate, Advanced)	
Unit Length: (Varies from 2 weeks to 12)	
Objectives: (What the student will know and be able to do)	
Competencies: (CASAS or MELT located in content standards document)	

<p>Language Standards: (Include listening, speaking, reading, writing, pronunciation, and grammar and they are found in the first two sections of the content standards document in two formats.)</p> <p>*Focus Standards: (Are the standards that will focus your instruction in this unit and the standards learners will most practice. Other standards listed are necessary to review or perhaps introduce.)</p>	Listening	Speaking	Reading	Writing	Grammar	Pronunciation
<p>Other: (Cultural, workplace, metacognitive skills, and technology standards are found in the content standards document. Each has a separate section to reference.)</p>						

<p>Possible Materials:</p> <p>(Texts, authentic materials, video etc.)</p>					
<p>Evaluation:</p> <p>(The evaluation is an authentic activity that includes the <i>Focus Language Standards</i> and aligns to the objectives in the unit.)</p>	<p>Language Standards: (List the <i>Focus Language Standards</i> here.)</p>	<p>Concepts: (Topic to be taught in the standard)</p>	<p>Skills: (What students will do)</p>	<p>Thinking Skills: (Use Bloom's Revised Taxonomy)</p>	<p>Activities: (Be sure to review the objectives above to align the activities with both the unit objectives and the language standards. Numbers beside the activities correspond to the language standards.)</p>

Lesson Planning Form

Topic/Title	
NRS Level: (Beg. Literacy, Low Beg., High Beg, Low Intermediate, High Intermediate, Advanced)	
Objectives: (What the student will know and be able to do)	
Competencies: (CASAS or MELT in competency section of CS document)	
Language Standards: (Listening, speaking, reading, writing, pronunciation, and grammar; found in the CS document under the tab CS by level or CS by skill)	
Procedures: <ul style="list-style-type: none"> • Motivation: (Introduction that creates learner interest for the lesson) • Presentation: (Introduction of the competency, language standards and other skills) • Practice: (Learners use the new language through controlled activities) • Application: (Learners use the new language for their own real reasons) • Evaluation: (Activity that aligns with the objectives to determine learner progress) 	
Other: (Cultural, workplace, metacognitive skills, and technology standards; found in CS document and each area has a tab.)	
Possible Materials: (Texts, authentic materials, video etc.)	

