

Quadrant II - Notes

Paper Code: EDU07-08

Module Name: The Annual Plan and the Unit Plan for ELT-Developing the Annual Plan

Module No: 03

Developing the Annual Plan

Planning in language teaching involves selection and gradation of the language material , language tools to be used , skills to be inculcated, activities to be undertaken and complete preview of the difficulties likely to occur to be considered. Planning can be long range or short range, it can be a year long , month long, week long ; it can be annual planning , unit planning or daily planning.

Some kind of conceptual orientation is necessary for any system to function efficiently, and certainly so in the field of education. Planning lies at the core of successful teaching .Proper planning brings efficiency in a teachers work and gradual progression towards language mastery in the student's work and hence certainty in the acquisition of learning outcomes envisaged at each stage. It is this idea that lies at the core of this module on Developing a Annual Plan.

What is Annual plan?

Annual Plan is the first most important step in planning. At the beginning of the academic year the teacher plans out the entire teaching learning process, for a particular subject, for that academic year. This is referred to as a annual plan, also called as year plan.

The planning consists of all the essential aspects of language learning ; considers periods allotted to teaching prose, poetry, composition, comprehension, grammar and four skills. What is to be achieved in a particular unit, sub unit and related activities. It also includes evaluation tests (oral and written), project and assignments , co- curricular activities etc to be conducted during the academic year.

Year plan includes the what, why, how and when aspects of language learning . It should be flexible. Year plan would reflect the objectives of learning, units in the syllabus and related activities, teaching material ,viz a viz the activities, available time and period, evaluation and assessment strategies and tools.

Steps in Planning

“First plan out work, then work out the plan . Success will be yours” be

- Planning needs to be done at the beginning of the academic year .
- Objectives, syllabus needs to be analysed, language material needs to be understood , text, supplementary readers, media, aids needs to be analysed.

- Divide the academic session into terms and find out minimum number of classes/ periods likely to be available in each term.
- Divide the term into phases; phase I-June to August, Phase II-August to November, Phase III-November to January and phase IV- January to March.
- Break the syllabus into convenient units , determine number of teaching periods and amount of time for each objective in the units.
- Allocate number of units to each term in accordance with the number of periods in the term.
- Split up the work of each term into work of each month.
- Subdivide month's work into work of each week.
- Divide a week's work into daily work.
- Ensure sufficient time for different aspects of language learning(LSRW).
- Compare the figures and remove imbalance by necessary adjustments.

Aspects to be considered while developing an Annual plan

Available Time-365 days a year, approximately 145 days holidays, and hence 220 working days.40-45 days would be devoted as periods for co-curricular, extra-curricular activities and competitions.

In hand 180-185 days for teaching academic subject . On the basis of weight and difficulty level weekly periods for every subject differ.

There are 6 to 8 periods allotted to teach English per week. During the year approximately we have 30 weeks excluding vacation .Thus it is about 240 periods on an average, available for teaching English.

The year is divided into terms and these terms could be unequal in duration. Hence we need to find out minimum number of periods likely to be available in each term. Each term may be divided into phases, for our convenience. Phase I-June to August, Phase II-August to November, Phase III-November to January and phase IV- January to March. Number of periods available in each phase needs to be calculated and accordingly certain number of units and subunits would be allotted to each phase.

Teacher would have to distribute periods according to the objectives of teaching English and aspects of English. Equal weightage with regards to periods devoted to prose, poetry, grammar, creative writing, spoken activities etc needs to be seen without neglecting any aspect of language teaching. Besides this sufficient time needs to be set apart for assessment – in class as well as unit end assessment. It needs to be ensured that sufficient time is provided for development of each skill and that no one skill receives greater attention at the cost of the other. Making such a balanced scheme of work is complicated task and needs careful attention to various details.

Units in the Syllabus

Units and subunits have to be analysed in terms of the expected learning outcomes, language items, textual contents and main teaching points to be covered, activities suggested at the end of the text under the various heads such as ; working with the text , working with the language, speaking and writing tasks, reading tasks, composition etc. Teacher needs to consider the English textbook, Supplementary reader, grammar and creative writing topics to be included in each phase and month.

Content needs to be organised and sequenced in a coherent and teachable manner as suits the learner needs. In selecting items in units and sub units , principles of gradation should followed to club similar items together.

It is desirable to show the time allotment to various units and subunits.

Objectives

Objectives of teaching English and learning outcomes in terms of expected competencies , are to be analyzed. Hierarchal and Non hierarchal objectives need to be balanced in the scheme. The broader skills to be acquired in terms of listening, speaking, writing and reading as well as understanding and appreciation are to be taken into consideration. It is desirable to show weightage in terms of teaching periods that the teacher wants to give to various objectives.

Related Activities

Annual plan outlines the smooth operation of the curricular and co-curricular activities to be undertaken throughout the academic year. It gives a detailed description of about the related activities- in class as well as out of class , to be taken along with the unit in each phase or month. Hence a annual plan reflects the total activities of the school and proves useful in scheduling these activities , ensuring that they are spread out evenly throughout the year and that sufficient time is allotted to accomplish them.

Evaluation of Outcomes

It is desirable to show the distribution of periods to be devoted to evaluation of various objectives and aspects. This would entail the following; (i) In process assessment such as question and answers, discussions, case studies, reflection questions etc (ii) Homework which may include language extension activities or task end (iii) Unit end assessment such as Assignments or Projects. , (iv)tests such as Unit test, term end exams or final exams. Time needs to set aside for revisions and remedial classes too. Strategies and tools to be used for assessment need to be specified.

Annual plan provides a method for tracking the progress of some of the key tasks, you need to complete on regular basis (end of text activities and questions) as well as specific tasks such as assignments and projects. Special timelines need be generated for such projects. Annual plan allows us to easily track and tick off the items , as you proceed through the year.In the meanwhile it also ensures that we keep a record of the gradual progress of each student.

Importance of Annual Plan

- Helps to organize effective and proper learning experiences in order to achieve the desired learning outcomes of teaching English.
- Helps to give justice to all aspects of language learning.
- Ensures that teacher does not overemphasize any one skill at the cost of other aspects
- Affords time for preparation and improvisations with regards to inclusion of creative and innovative teaching methods
- Ensures time for revision, remediation activities and the like.
- First step for successful teaching and learning .

Points to be considered to summarise are as follows,

- Annual Plan is drafted at the beginning of the academic year , in consultation with all the teachers.
- It should be flexible- it is a means and not the end
- It should be comprehensive
- Validity of the year plan is to be tested through implementation and necessary modifications made.
- It should serve as a guiding star.