





d) The scheme of work is elaborated based on the school calendar.

**Number of periods:**

The number of effective teaching periods varies according to both predictable and unpredictable interruptions. Effective teaching time must therefore be estimated before topics are selected. The most common interruptions that are likely to disrupt a scheme of work include:

* Public Holidays
* Examinations (should be schemed for) if they are internal
* Revisions (should be schemed for)
* Open days
* Sports days
* Planned school breaks e.g. mid-term break, etc.

**Resources:**

Teaching aids to be used: Maps, pictures, photos, etc. in the form of apparatus, equipment, materials and of course the real thing if readily available and appropriate. The teacher should not indicate a teaching aid which will not be available in class.

**References:** (Textbooks and other resources to be used) include books, handouts, worksheets, journals, reports, etc. It is necessary for the teacher to indicate full and complete reference: authors, year of publication, title of the book, and relevant pages. Refer to some referencing styles like APA, etc.

**Observation:** Remarks should be made immediately when the lesson is over during the week or at the end of the week. The teacher is supposed to indicate whether what was planned for the period has been covered, whether there was over planning or failure of lesson and reasons for either case, etc. Remarks suggested are meant to help the teacher in his consequent and future planning.

Remarks such as “excellent” “done”, “OK”, “well done”, “satisfactory”, “taught”, etc. might not be very useful to the teacher. Such remarks as “the lesson was not very well done because of inadequate teaching aids”, or “students were able to apply concept learnt in solving problems as evident from supervised practice”, etc. are appropriate. After the remarks, it is necessary to write the date when this lesson was taught.