

UNIT – IV

Yearly Planning

4.0 Introduction

In Unit 3 we discussed various tools of reflection in detail and how you could use it for your daily lesson giving. We have also seen the advantages of using each tool in our classroom. In this unit we will look at yearly planning, one of the major aspects of planning that falls under the pre-instructional phase. Let us take it up and deal with it in a rather detailed manner.

4.1 What is Yearly Planning?

Yearly planning is at the level of planning your teaching for the whole year, i.e. you may have a syllabus to complete and you need to break it into units, for which you will set yourself time-frames. Within the year, you have different terms and you will have specific target and within that target you may have to complete some specific number of lessons and tasks. This means that within the yearly planning you may undertake term-wise planning. The term-wise planning facilitates yearly planning. The sum total of term-wise planning is yearly planning.

4.2 Why is Yearly Planning Important?

Yearly planning gives you an overall picture of the entire syllabus of a particular class. It is more comprehensive and it includes the entire lessons including supplementary reading lessons.

This plan will give you an idea about month-wise completion of the lessons or units. This will also enable you to keep targets, what is to be completed within a month, within a term; etc. You need not rush through the syllabus if you have a well-prepared yearly plan and it will give you a clear cut direction. Yearly plan will also have provision for term-end examinations. Yearly plan helps you work systematically and to complete the syllabus within the target set. Moreover, as yearly planning involves a comprehensive planning of the entire course or subject, it would provide you an overall picture of what you are trying to accomplish for your students by the end of the academic year. It is the overall picture that helps you to frame your goals and aims of teaching the course. This realization of the goals and objectives, in turn, would help you decide the techniques methods and approaches you choose for teaching and instructions. Thus yearly planning would help you in several ways to carry out the task of instruction and teaching in ways that are effective.

4.3 Processes Involving Yearly Planning

Yearly planning can be undertaken group-wise or individually. All of you could sit together, consult each other and plan the year's work. This will have better scope for including variety of activities. For example, let us look at yearly planning for Class IX – old syllabus. The entire teaching material will be broken down into convenient blocks for each term. The teaching material comprises the syllabus, the textbooks – including the main text and supplementary reading materials and activities. The block of teaching material for each term should then be broken down week-wise into relevant topics. As you know this will be further divided into daily lessons.

Class IX: Term-wise Planning
Textbook English Reader

Sr. No.	Term	Structures	Textbook Lessons	Supplementary Reading Lesson and Activities
I	June to Oct.	1 – 10	1 – 10	Supplementary reading 1 – 2 – 4 library books 3 Compositions First Test 2 poems
II	Nov. to Jan.	11 – 20	11 – 20	Supplementary reading – 3 rd lesson + 2 Compositions Second test 1 poem
III	Feb. to April	20 – 25	20 – 25	Supplementary reading lesson – 4 3 Compositions + 2 poems and exercises

From the overall plan you could think of covering some specific number of lessons week-wise and month-wise and this will make your work easier.

Conclusion

By now you have got awareness about what yearly plan is, need for such a plan and the process of planning. This will certainly help you to plan your yearly scheme of work.