Twenty prompts for lesson prep — short form

Fill in the [ ]. After the answer, run the check in brackets. Never put a student's name or mark in any prompt.

1. **Two goals from an outcome:** turn outcome [ ] into two goals for a [45]-minute lesson, with verbs that show in student work. (curriculum)
2. **Spread a unit:** spread [unit]'s lessons over [8] lessons, with one review and one assessment, as a table. (curriculum)
3. **Before the lesson:** three prior skills for [lesson], and a short question for each. (level)
4. **Openings:** three [3]-minute openings from the lives of students in [your city]. (bias)
5. **Three ways to explain:** [concept] in simple sentences, an example from [place], a picture for the board. (facts)
6. **An analogy and its limits:** two analogies for [concept], and where each one fails. (facts)
7. **Thinking aloud:** the steps for solving [example], with the question I ask myself before each. (facts)
8. **Hard words:** [8] hard words from [text], with meaning and a new sentence each. (level)
9. **Graded problems:** [10] problems on [topic], no calculator, answers listed separately. (facts)
10. **One mistake:** working for [problem] with one common mistake, located on a separate line. (facts)
11. **Discussion:** [6] questions on [lesson], each with more than one answer. (level)
12. **Multiple choice:** [5] questions, every wrong option a named common mistake. (facts)
13. **Rubric:** [4] levels for [task] with criteria [ ], no ‘good’ or ‘excellent’. (curriculum)
14. **Quiz review:** which goal each question in [my quiz] measures, and which reads two ways. (curriculum)
15. **Three levels:** [text] simpler, at grade level and higher, same information. (facts)
16. **Help card:** a short example and two questions for students stuck on [step]. (student data)
17. **Extension:** a [10]-minute task in [lesson], deeper not longer. (level)
18. **Note home:** unit [ ] and a ten-minute home activity, under [120] words. (bias)
19. **Report card comment:** three versions for a student who [describe the case], no name. (student data)
20. **Project instructions:** [project] on one page: what, when, how assessed, what is not required. (level)

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