



# English Forward Lesson Plan Guidelines

Hello, and thank you for your interest in contributing to the creation of the Intermediate level of the English Forward Curriculum!

## OVERVIEW

English Forward is looking to the community to help us create the Intermediate level of the English Forward Curriculum. We have a great community of effective, highly-qualified trainers and instructors and we want to give you the opportunity to contribute to the community by creating a lesson! As incentives, for every lesson you write that is accepted by the English Forward team, you will receive a **\$20 Amazon gift card**. If you choose to work with the English Forward team to revise and finalize the lesson, you will receive **another Amazon gift card for \$50** once the lesson is complete and satisfies all requirements. You will also be listed as the author on the first page of the final version of any lesson plans you submit.

## GOAL:

We will be creating a total of 30-40 English Forward lessons written for the intermediate level. The lessons will be appropriate for students at SPL's 4-5, also known as low/high intermediate in the NRS levels.

## PROCESS:

- Go to **[www.literacyforward.org/intermediate](http://www.literacyforward.org/intermediate)** for a complete list of available unit topics
- Email Justin DeBrosse at **[jdebrosse@willread.org](mailto:jdebrosse@willread.org)** with information on the topic(s) you want to write lessons for, and the number of lessons you would like to write (maximum: 3). Justin will reply with options, including lesson objectives and any notes that will aid you in your lesson creation, and you will need to reply to confirm your selection. You can also suggest lesson topics/objectives. Once you confirm, you will have two weeks to complete and submit a first draft of each lesson.
- Use the following resources to guide your lesson creation, all of which can be found on the portal.
  - English Forward Lesson Plan Rubric
  - English Forward Intermediate Adaptations Survival Skills Unit
  - NRS levels chart
  - English Forward Curriculum
  - English Forward Instructor's Guide
- To create a lesson and supplemental materials, start with the English Forward Lesson Template, found at **[www.literacyforward.org/intermediate](http://www.literacyforward.org/intermediate)**. Create the lesson using the template. For supplemental materials that you can create on your own, such as conversation cards, and surveys, provide as much information on the content as possible. The English Forward team will take care of the design of the supplemental materials once you have provided the content. For supplemental materials that require outside resources, such as picture cards that require photos, provide a description of the content needed for the supplemental material to guide the English Forward team in finding appropriate resources.
- To submit a lesson and any supplemental materials, email **[justindebrosse+eyfqzrwfobqddomzo26i@boards.trello.com](mailto:justindebrosse+eyfqzrwfobqddomzo26i@boards.trello.com)** and include all necessary documents as attachments to the email. If easier, you can simply copy/paste the above address into your email submission. Include any necessary description of the lesson and other materials in the body of the email.
- Naming protocol
  - For the lesson: Lesson title\_your name\_1st draft
  - For any supplemental materials created: Lesson title\_material name\_your name\_1st draft



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- If your lesson meets the “Acceptable” criteria in at least 9 of the 12 rubric categories, you will receive a **\$20 Amazon gift card** when you receive feedback for your lesson.
- You will then have two additional weeks to work with the English Forward team to revise and finalize the lesson and any supplemental materials. If the second draft meets the “Acceptable” criteria for all 12 rubric categories, you will receive a **\$50 Amazon gift card** for your work. If the second draft does not meet these criteria, it is possible to revise and submit a third draft.

## LANGUAGE DOMAIN GUIDELINES

Similar to the Beginning Level English Forward Curriculum, the Intermediate Level English Forward Curriculum should focus on Listening & Speaking. However, it is acceptable to include Reading & Writing activities and materials in a lesson when appropriate. For example, a lesson focused on choosing courses to take at a community college can integrate a course catalog, or a lesson on filling out medical forms can include actual medical forms that students can complete. An Extension Activity that focuses on or integrates Reading & Writing may be appropriate for some lessons, as well.

Generally, lessons for the Intermediate Level of the curriculum can include more complex language and activities, more creative, open-ended conversations, be more reliant on Reading & Writing when appropriate, and so on. If you are concerned about whether or not an activity is appropriate for the level, make notes in the draft and the English Forward team will pay close attention to any notes you provide,

**A note on intellectual property and supplemental materials:** All of the materials used for the English Forward Curriculum must be either freely available for public use or created specifically for English Forward. In other words, lessons must not include already copyrighted materials. If a resource is publicly available and can be linked to, such as resources found on [www.myplate.gov](http://www.myplate.gov), they can be used as part of the lesson provided that we can link directly to the resource. If you have a specific type of resource that you want to be included, such as pictures or conversation cards, provide a detailed description of the type of resource needed. However, please leave descriptions open enough to accommodate what can be realistically found, as it can often be difficult to find pictures of very specific situations.

**By submitting a lesson and any supplemental materials for inclusion in the Intermediate English Forward Curriculum, you confirm that you have read and agree that any submitted lessons and associated materials are subject to the Literacy Coalition’s royalty-free, exclusive, and irrevocable license to copyright, reproduce, publish, or otherwise use submitted materials as we see fit.**