



PREPARING OUR LESSONS

TEACHER'S TA'LEEM PLANNER PER TERM

Maktab: _____ Teacher: _____ Grade: _____ Year: _____

FIRST TERM			SECOND TERM		
Subject	New Lesson	Revision	Subject	New Lesson	Revision
Qur-aan			Qur-aan		
Surahs			Surahs		
Duas			Duas		
Hadith			Hadith		
Fiqh			Fiqh		
Aqaaid			Aqaaid		
History			History		
Practicals			Practicals		
Sunnats			Sunnats		
T.Banaat			T.Banaat		
			T.Shabab		
Teacher's sign: _____ Principal's Sign: _____			Teacher's sign: _____ Principal's Sign: _____		

Introduction

- Advice of Hadhrat Moulana Fakhrud Deen Saahib Moradabadi (RA) to the South African students
- Our Asaatizah never came to class without preparing their lessons. They said that this is khiyaanat
- Hadhrat Moulana Yunus Patel Saahib (RA) used to advise maktab teachers, "Be 100 and plenty percent prepared for your lesson"
- First plan your work, then work your plan
- "Imagine building a house without a plan"
- Every lesson must be well-planned, thought about, well-presented and MUST have aims and objectives.

Before coming to class you must know

- What you are going to teach?
- What is the objective of your lesson?
- What should the pupils know at the end of the lesson?
- How you are going to introduce the lesson in a manner that will capture the interest of these tired learners
- What teaching aids are you going to use?
- How you are going to present your lesson in such a way that every learner in your class will enjoy and understand the lesson.
- Be confident on how you are going to introduce, present and conclude the lesson.
- Most importantly correct your intention that I am doing this to earn the pleasure of Allah Ta'ala

How to plan your lesson

1. First look into the syllabus breakdown to see how much of work has to be done
2. Read the entire text from the kitaab
3. Remember that you have only 30 min to deliver the lesson so stick to your time
4. Make note of the following when preparing the lesson
 - Difficult words that may need explanation
 - Aims and Objectives of the lesson
 - Additional research that will complement the lesson. Don't use AI.
5. How you are going to discuss the lesson with them before they open their kitaabs

How to Teach a NEW Lesson

1. First write the topic on the board
2. Question the learners on the topic
3. Based on the response of the students, start to deliver your lesson
4. Step by step as you planned your lesson, using the board explain the entire lesson without the Kitaab
5. Now ask one of the learners to read out the lesson from the kitaab
6. Recap the lesson by asking them a few quick questions.
7. Allow pupils to ask any questions pertaining to the lesson
8. Give a few minutes for the pupils to complete the worksheet in the kitaab.
9. Ascertain what percentage of the class understood the lesson and fill in the Feedback column

Filling in the Prep Book

1. Once a week (preferably on a weekend) sit with your ta'leem planner to prep your work for the week.
2. At the beg of each term fill in the term planner and have it checked and signed by your principal
3. Fill in the Islamic and English date in the relevant coloumn
4. In the first three columns fill in what you will be teaching,
5. eg.

Weekly Ta'leem Planner

Grade: _____

Day	Quraan / Qaidah / Tajweed	Subject One	Subject Two	Teacher's Feedback
Mon Islamic Date 29 Rajab 1447 <hr/> English Date 19 / 1 / 26	1st 2 lines of Yassarnal Qur-aan Part 2 / half page of Qur-aan (page 36)	Surahs Surah Kaafiroon - Aayah No.1 Revision: Surah Faatiha and Surah Naas	Fiqh Lessson 1 - The toilet Quick revision of lesson 1 from last years grade 1 work	<ul style="list-style-type: none"> • Need to correct Ta'awwuz. • Surah Naas needs attention. • They not familiar with Low pan toilet. Need to take them and show them a low toilet.

6. Feedback Coloumn: Very Important. Left out most of the time. At the end of each day before going home take out a minute or so to neatly fill in the feedback column. This will help you in preparing next week's work, Insha Allah.

Conclusion

Remember that if every lesson is properly planned and delivered, this will become a major step in building the Imaan and Islam of these children

التَّعْلِيمُ فِي الصَّغَرِ كَالنَّقْشِ فِي الْحَجَرِ

Ta'leem in childhood is like an engraving on a stone

If You fail to plan, you plan to fail