



Checklist for creating a unit of work

Teachers in the project developed the following list of requirements that they believe need to be considered when developing a unit of work. They then used this list as a checklist when they were developing the units of work for the project.

1. Rationale

Summarise the reasons why students need these learning experiences. Focus on the learning needs of individuals and the whole class.

2. Outcomes

Determine the outcomes to be addressed in the unit. Include students learn to and *students learn about*. The syllabus content will help teachers understand and teach the knowledge, skills and understanding required of students to achieve the syllabus outcomes.

3. Content

State the texts and topics that the unit will address.

4. Variety of composing and responding activities

Include:

- cultural knowledge, such as the text's context, the role of narrative, the ideology of the text, the features of the genre
- explicit teaching of language structures and features of texts in the unit
- the full range of language modes, i.e. reading, writing, speaking, listening, viewing and representing
- a variety of teaching and learning strategies, such as the explicit teaching of deconstruction, the provision of models, group work and independent research activities
- a focus on the learning process, so that students consider how, why and what they learn. Learning logs or journals and focus questions are a good means of assisting students to reflect on their own learning
- assessment, through a series of informal assessment activities and a formal assessment task which outlines the outcomes, task requirements, assessment criteria and marking guidelines.

Consider Bloom's Taxonomy and different learning styles (see McGrath and Noble, 1995). These will ensure the learning activities you select are varied, address a range of learning preferences and challenge students of all abilities.

5. Resources

Provide professional reading, useful web sites and wide reading and viewing lists.

6. Technology

Develop a technology component to include activities such as word processing, text formatting and layout, PowerPoint presentations, and evaluation of multimedia texts, such as web sites and CD-ROMs.