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*2-6: Assembling And Reviewing  
Instructional Materials As They  
Relate To Cognitive Training*

# *Lesson Plan*



An instructional document  
that outlines the  
information and skills  
to be taught

# *Ancillary Components*

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- Supporting materials to a lesson plan
  - Assignment sheet
  - Information sheet
  - Study sheet
  - Worksheet or activity sheet
  - Skill sheet

# *Audiovisual Training Aids*

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- Used to enhance the lesson by providing information that appeals to the senses
  - Sight
  - Touch
  - Hearing

# *Sources of Prepared Materials*

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- Developed inside the agency by the Training Division
- Developed outside the agency
- Purchased
- Other sources

	Component Present	No Modification Required	Modification Required	Changes Made
1. Lesson topic				
2. Time frame				
3. Level of instruction				
4. Authority				
5. Behavioral objective				
• Condition				
• Behavior				
• Standard				
6. Materials needed				
7. References				
8. Preparation				
• ACID BASE				
9. Presentation				
• Content				
10. Application				
• Audiovisual training aids				
• Questions/activities				
11. Summary				
12. Evaluation				
13. Ancillary components				
• Assignment sheet				
• Information sheet				
• Study sheet				
• Worksheet or activity				

# *Reviewing the Lesson Plan*

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- Topic
- Time
- Level of instruction
- Authority
- Behavioral objective
  - Condition
  - Behavior
  - Standard

# *Reviewing the Lesson Plan*

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- Materials needed
- References
- Preparation
- Presentation
- Application
- Summary
- Evaluation
- Assignment



# *Assignment Sheet*

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- A project the student will have to complete without supervision
- Contains
  - Condition
  - Behavior
  - Standard
- Results are scored

# *Information Sheet*

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- Handout or fact sheet
- Supplemental information not found in the primary text
- Information drawn from multiple texts gathered in one document

# *Study Sheet*

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- Instructional document
- Arouses student interest
- Explains specific areas to study
- May include a self-study test

# *Worksheet or Activity Sheet*

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- Activities that provide opportunities to apply newly learned information
- Supports learning objectives
- May or may not be scored

# *Reviewing AV Training Aids*

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- Supports lesson/reinforces learning objectives
- Easily seen and read
- Equipment