



AIHE's Lesson Writing Requirements

In order for submitted lessons to be considered a working document, the following components should be in order:

- Please develop the lessons in Word.
- Please use the *Lesson Template* document which contains your grant's official letterhead logo to develop any lessons. This can be found on your grant's website.
- Any handouts, activity sheets, etc. must also be on letterhead and be a separate document from the lesson with the title clearly tying them to the main lesson.
- The font must be in Times New Roman. The title should be font size 22. The body of the document should be size 12.
- All sections of the lesson should be written in third person.
- Two spaces should be between each section of the lesson. No spaces should be between the section title and the section's information.
- Each section title should be **bold** printed size 12 font with a colon following it.
- Definitions for all key terms should be provided along with their part of speech. (Example: n., v., adj.) No underlining or dash marks. List the key terms to the left margin, tab to the part of speech, and tab again to the definition.
- The background information is for the teacher's knowledge and should be 3-6 paragraphs in length.
- The outline format for the lesson's procedures is described on the attached lesson format sheet. This outline format should be followed carefully.
- The procedures should include previous night's homework and reviewing the Binary Paideia. The Binary Paideia will be inserted by AIHE.
- Homework as a lesson follow up should also be included.



- Assessment techniques should be included for the teacher to evaluate the student's mastery of the objectives.
- Extension activities should give the teacher and students a different way of learning about the topic or topics directly relating to the lesson. Extension activities should use more critical thinking activities.
- List any resources or materials the teacher or students may need to use during the lesson.
- If the writer is from a grant holding school district, the teacher(s) should supply their name(s) and their grant's name at the end of the lesson.

For further clarification of the format we need, please refer to the *Lesson Structure* PDF document located on your grant's website. This will be especially helpful for the procedures segment of the lesson. Thank you for your cooperation with the above requests. We appreciate all your hard work and effort. We look forward to reading and publishing your lessons.