

What do you need to know to write a lesson?

1. To get started on your lesson plan, download the [Lesson Submission Guidelines](#) (PDF), which outline the required portions of every lesson plan and include information on additional sources that will help you write your lesson plan. Read the information, and let us know if you have any questions.
2. Rather than writing lesson notes for yourself, **consider the audience as a novice teacher or substitute for your class**. Spell out each step of the instructional plan with detailed descriptions and in the active voice. When in doubt, define terms and techniques that may be unfamiliar to a new teacher. In addition, it is usually a good idea to use a specific example within the lesson (e.g., a specific book to model a comprehension strategy).
3. Be sure that your lesson plan **uses bias-free and inclusive language**. Avoid language, examples, or illustrations that stereotype persons, groups, or institutions on the basis of ethnic background, gender, sexual orientation, physical or mental abilities, age, religious affiliation, or economic status. See [Guidelines for Gender-Fair Use of Language](#) for additional information.
4. Check your lesson plans for materials that require **permissions**. Keep in mind that it's not just published work that requires permission. Research involving human subjects, samples of student writing, artwork, photographs, observations of teachers and their classrooms—all require consent to publish before they can be used in someone's published work. Authors are responsible for any fees charged for reprinting copyrighted material. Commercially created materials adapted by teachers must comply with copyright guidelines. Email [Lisa Fink](#) for more information on permissions.
5. If you use a **student's work**—including but not limited to artwork, photographs, poems, more than 10 percent of a student's prose text, or any portion of student-prepared text that is of a very personal nature—we request that you submit a consent form signed by the student or the student's guardian (if the student is younger than 18), expressly granting permission to publish the selected piece. You may use pseudonyms, if this is noted in the text. However, using pseudonyms without consent is not enough: we still need the signed consent forms on file. Email [Lisa Fink](#) for more information on obtaining these forms.
6. Include any **printouts** that you have created for this lesson, including their given name. These printouts/handouts will later be linked directly to your creation, enabling teachers to access them.

7. All ReadWriteThink lessons must **incorporate an Internet component** as part of the teaching and/or learning experience. This might involve a content-related website or [interactive](#) tool. When referencing websites within the lesson manuscript, simply underline the name of the website and include the URL in parenthesis—do not link directly to it. Linked websites should:
 - Be used within the Instructional Plan in a manner fitting with the Student Objectives (i.e., they should not be used for busy work).
 - Be from a reputable source that offers quality content.
 - Contain safe links—make sure to check all links from the page to verify that they do not lead to inappropriate material.
 - Have minimal advertisements (preferably none).
 - Be specific—we do not allow students to conduct Google searches, as we cannot guarantee appropriate content from such searches.
8. Download the [Lesson Plan Template](#), which provides the headers and details on the sections of a ReadWriteThink lesson plan. All the sections are required before the lesson plan can be sent out for review.

Quick Tips/Reminders for Lesson Plans

1. All sessions must be **50 minutes long**.
2. The **Theory to Practice** section must include an NCTE source (book, journal, etc.).
3. Make sure to follow the [Lesson Plan Template](#) and [Lesson Submission Guidelines](#) for your resource to be considered for publication.
4. Read through RWT lessons that are currently live on the site to get a good feel for appropriate **voice and style** before writing your lesson plan.