



Education Zone

English General Supervision

.....**Directorate**

Preparation Notes for Prep & Sec Stages

School Year: 2024/2025

Teacher's Name.....

School:.....

Grade:.....

Supervisor

.....

Inspector General

محضر فتح سجل اعداد المعلم

إنه في يوم: الموافق: / / 2024 م، قد تم

فتح سجل اعداد المعلم لمادة اللغة الانجليزية للعام الدراسي 2024 / 2025 م

يبدأ برقم (1) وحتى رقم () ، وذلك بمعرفة اللجنة الآتية أسمائهم:

المعلم المشرف

المعلم

يعتمد،، مديرة المدرسة

The school Vision

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The School Mission

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School Principal

Supervisor

Teacher's Personal Data

Name of Teacher		
Job title		
Date of Birth		
Place of Birth		
Qualifications		
Date(s) Obtained		
Years of Experience		
Date of appointment		
Date of assumption		
Teacher's File No		
Classes Taught		
Number of Periods		
Marital status		
Number of children		
Code		
Mobile Number		

Teacher

Senior Teacher

Inspector

Headmaster

School Principal

Supervisor

Distribution Of The Syllabus

..... Year

[A] First Term

Month	SB & WB
September	Units:
October	Units:
November	Units:
December	Units:
January	Units:

[B] Second Term

Month	SB & WB
February	Units:
March	Units:
April	Units:
May	Units:
June	Units:

Teachers

Senior Teacher

Inspector

Headmaster

..... Year

[A] First Term

Month	SB & WB
September	Units:
October	Units:
November	Units:
December	Units:
January	Units:

[B] Second Term

Month	SB & WB
February	Units:
March	Units:
April	Units:
May	Units:
June	Units:

Teachers

Senior Teacher

Inspector

Headmaster

School Principal

Supervisor

TEACHERS' TIMETABLES

Morning Shift

Day	1st	2nd	3rd	4th	5th	6th	7th	8th
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								

Afternoon Shift

Day	1st	2nd	3rd	4th	5th	6th	7th	8th
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								

Teacher

Senior Teacher

Inspector

Headmaster

School Principal

Supervisor

The aims of the course

School Principal

Supervisor

Date	Period	Class	Unit	Title	Lesson

Learning Objectives:.....
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Teaching Strategies:

Resources needed:

Teaching Aids:

Review:
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Warm up:

Presentation

Vocabulary.....
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Structures:.....
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Others:

Practice

Guided Practice

Ex ()
Ex ()
Ex ()

Free Practice

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PRODUCTION:
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Feedback & Consolidation:
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Home assignment:
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School Principal

Supervisor

Date	Period	Class	Unit	Title	Lesson

Learning Objectives: By the end of this lesson, students will be able to.....

Teaching Strategies:

Resources needed:

Teaching Aids:

Review:
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Warm up:

Presentation

Vocabulary.....
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Structures:.....
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.....

Others:

Practice

Guided Practice

Ex ()
Ex ()
Ex ()

Free Practice

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PRODUCTION:

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Feedback & Consolidation:

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Home assignment:

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