

学本领主题活动四步搭案法：定时间、排流程、摆展示、留合影

第一步定时间框架。活动可以占用一个下午的两节课加课间，共一百一十分钟，也可以压缩成一节班会课加放学前二十分钟。先选定总时长，再往下分，否则流程写到一半发现装不下。以一百一十分钟为例：布置场地十五分钟，本领展示四十分钟，故事讲述二十五分钟，集体合影十分钟，收尾清理二十分钟。

第二步排流程顺序。本领展示放最前，学生注意力最好；故事讲述放中间，情绪接得上；合影放最后，自然收场。顺序别反过来，合影一拍，学生心就散了，后面的故事没人听。

第三步设计展示区。本领展示不是上台表演一整段，而是「三十秒演示加一句讲解」。提前把报名的本领按动静分组：游泳、跳绳、轮滑这类动的排在前半段，画画、魔方、折纸这类静的排在后半段，避免场地来回切换。每组之间留一分钟换场，主持人报幕衔接。展示顺序抽签定，避免「谁先谁后」的争议拖到活动当天。

第四步把合影写细。合影不是「最后大家拍张照」一句话，要写清三件事：站位（展示区背景板前，三排，前排蹲）、拍摄时机（故事讲述结束、学生还拿着自己的作品时）、负责人（电教委员借相机，班长组织站位）。学生手里拿着作品或道具，照片才有主题，空手排队拍出来的只是普通合照。

物资清单按环节列，别混成一堆：展示区需要背景板、桌子两张、扩音器；故事环节需要话筒、提纲卡；合影需要相机、电池、背景板。每项后面写取用地点和归还时间，比如「扩音器从年级组借，活动当天放学前归还」。

四步走完，把方案从头读一遍，检查每个环节有没有负责人、每项物资有没有归还时间。两处都齐，方案就能直接交给班委执行。

交方案前留一次十分钟彩排：主持人把开场词和换场串词走一遍，各环节负责人口头汇报物资是否到位，摄影的人在背景板前试拍一张看光线。彩排的价值是把问题暴露在还有时间改的时候，而不是活动当天才发现扩音器没有电池、抽签筒找不到了。

Four Steps to Plan a Learn-a-New-Skill Activity: Timing, Agenda, Showcase, Group Photo

Step one: fix the time frame. The activity can take one afternoon, two periods plus breaks, about one hundred and ten minutes, or it can shrink to one class meeting plus twenty minutes before dismissal. Decide the total length first, then divide it downward, or the agenda will run out of room halfway through. For one hundred and ten minutes: fifteen to set up, forty for the skill showcase, twenty-five for story telling, ten for the group photo, twenty to clean up.

Step two: order the segments. Put the showcase first, when attention is best;

story telling in the middle, where the mood carries on; the photo last, as a natural ending. Do not reverse it. Once the photo is taken, students check out mentally and nobody listens to the stories.

Step three: design the showcase area. The showcase is not a full stage performance but a thirty-second demo plus one sentence of explanation. Group the signed-up skills by motion and stillness: swimming, jump rope, and roller skating go in the first half; drawing, Rubik cubes, and paper folding go in the second, so the room is not flipped back and forth. Leave one minute between groups for changeover, with the host bridging. Decide the order by drawing lots, so the who-goes-first argument never reaches the day itself.

Step four: write the photo in detail. Not one line saying everyone takes a picture at the end. Fix three things: the layout (in front of the backdrop at the showcase area, three rows, front row crouching), the timing (right after story telling, while students still hold their work), and the owner (the media officer borrows the camera, the monitor arranges the rows). Hands holding artwork or props give the photo its theme; an empty-handed lineup is just an ordinary class picture.

List supplies by segment, not in one heap: the showcase needs a backdrop, two tables, and an amplifier; the story segment needs a microphone and outline cards; the photo needs a camera, batteries, and the backdrop. After each item write where to borrow it and when to return it, for example, the amplifier comes from the grade office and goes back before dismissal on the day.

After the four steps, read the plan once and check two things: every segment has an owner, every supply has a return time. If both are complete, hand the plan to the class officers and run it.

Before submitting, hold one ten-minute rehearsal: the host walks through the opening lines and the changeover scripts, each owner reports whether the supplies are ready, and the photographer takes one test shot in front of the backdrop to check the light. The value of a rehearsal is that problems show up while there is still time to fix them, instead of on the day itself when you discover the amplifier has no batteries or the lots container is missing.

示例方案与逐条点评：「本领集市」半日活动怎么落地

下面是一份「本领集市」半日活动方案的节选，每条后面跟一段点评，指出它好在哪、缺什么。

时间表：一点四十至两点十分布置摊位，每张课桌一个摊位，摊主挂名牌、放本领介绍卡；两点十分集市开张，一半学生守摊，一半学生逛摊，两点五十交换；三点半至三点五十五故事讲述；三点五十五至四点零五集体合影；四点二十前拆摊归位。点评：时间切成小段、交换写明了时点，这是优点；缺的是谁负责检查名牌和介绍卡是否备齐，应补一句「班委早读前逐摊检查」。

摊位规则：每个摊位演示本领三十秒，再教来客一个小动作；游泳摊不下水，只用浮板做陆上动作示范；带刀具剪刀的本领一律不进集市，剪纸摊改用安全塑料剪。点评：把安全写进规则，是这份方案最出彩的地方，游泳的陆上替代方案具体可执行，不是笼统的一句「注意安全」。

故事讲述环节：三名学生各讲两分钟学本领的经历，主题定为「我差点放弃的那一刻」，主持人逐一介绍，讲完教师用一句话点评。点评：限定人数三名、时长两分钟是对的；薄弱处是没写讲者的产生方式，容易变成教师内定老面孔，应改为自愿报名加班内简短投票。

集体合影：全体举起自己的作品或道具，在黑板横幅前站三排，前排蹲下，电教委员用手机拍摄，每个摊位组再各拍一张小合影。点评：按摊位加拍小合影是好主意，后期班级展板素材就有了；风险是手机拍摄忘了充电，方案里要加一行「前一天充满电并清空相册」。

总体点评：这份方案能直接用，优点是规则具体、安全前置；检查人、选人方式、设备电量三处空白各补一句话，就从「写得好看」变成「交上去就能跑」。

顺带一提，这份方案里的「一半守摊一半逛摊再交换」值得单独夸一句：它解决了集市类活动最常见的偏场问题——热闹摊位挤爆、冷清摊位没人。交换时点写死在两点五十，广播响一声全班停手换边，规则简单到不需要解释第二遍，班委执行起来零成本。

A Sample Plan With Notes: How a Half-Day Skill Fair Actually Runs

Below is an excerpt of a half-day plan called the Skill Fair, with a note after each block pointing out what works and what is missing.

The schedule: 1:40 to 2:10 set up booths, one desk per booth, the booth keeper hangs a name plate and a skill card; 2:10 to 3:30 the fair is open, half the class keeps booths and half visits, they swap at 2:50; 3:30 to 3:55 story telling; 3:55 to 4:05 group photo; take down and clean before 4:20. Note: the time is cut into small blocks and the swap has a fixed point, which is good. What is missing is who checks that name plates and cards are ready. Add one line: the class committee checks every booth before morning reading.

The booth rules: each booth demos its skill for thirty seconds, then teaches visitors one small move; the swimming booth stays dry and shows land drills with a kickboard; anything with knives or scissors is banned, and the paper cutting booth uses safety plastic scissors instead. Note: writing safety into the rules is the

strongest part of this plan, and the dry substitute for swimming is concrete, not a vague warning.

The story segment: three students each tell a two-minute story about learning a skill, on the theme of the moment they almost gave up. The host introduces each speaker, and the teacher gives one sentence of comment after each story. Note: limiting speakers to three and stories to two minutes is right. The weak point is that the selection method is not written, so it easily becomes the same faces the teacher always picks. Change it to sign-ups plus a short class vote.

The group photo: everyone holds up their own work or prop in front of the banner on the blackboard, three rows, front row crouching, the media officer shoots with a phone, plus one photo per booth group. Note: the per-booth photos are a good idea, and the class wall display later comes from them; the risk is a phone with a dead battery, so add one line: charge it the day before and clear the album.

Overall: the plan is usable. Its strengths are concrete rules and safety thought out in advance. Three blanks remain: who checks, how speakers are chosen, and device power. Each takes one sentence to fill, and the plan goes from looking nice to running as written.

One more thing worth praising: the swap rule, half keep booths and half visit, then switch. It solves the crowding problem every fair has, where popular booths overflow and quiet ones sit empty. The swap point is fixed at 2:50, one bell blast means everyone stops and changes sides, a rule simple enough to never need explaining twice.

自查清单：「学会新本领」活动最容易办砸的六个坑

方案写完别急着交，对照下面六个坑自查一遍，每个坑都给出「出现什么信号说明踩了」和「怎么一句话补救」。

坑一：展示变成表演。信号是报名单上写着「完整跳一套武术操三分钟」。三十秒演示加一句讲解才是展示，三分钟表演会把四十分钟的环节撑爆。补救：在方案里写明「每个节目不超过四十秒，超时主持人摇铃」。

坑二：故事环节冷场。信号是「请同学自愿上台讲故事」后面没有别的安排。补救：提前一天在班里收三个故事，写在提纲卡上，主持人手里有底，台上的人也不慌。

坑三：合影拖堂。信号是方案里合影排在「活动结束后」。一放学人就散，合影永远拍不成。补救：把合影钉在故事讲述结束后的五分钟内，写进时间表，精确到分钟。

坑四：物资没人管。信号是清单只写「需要相机、扩音器、背景板」。补救：每项物资后面加负责人姓名和归还时间，没有姓名的条目等于没有这项物资。

坑五：只有积极分子报名。信号是报名两天只有五个人。多半是没人敢报，补救办法是班委先带头报两个，再宣布「会一点就算本领，不需要精通」，把门槛说破。

坑六：方案只有老师看过。信号是班委不知道自己当天干什么。补救：交方案前把分工页单独打印，每个班委在自己的名字后面签名，签过名的方案才算生效。

六个坑逐个打勾，全过再交。活动办砸很少是因为没有创意，多数是上面六条里的一条没人管。

自查的顺序也有讲究：先看坑四和坑六，这两条是方案能不能跑起来的地基，物资没人认领、班委没签名，创意再好也落不了地；再看坑一和坑三，这两条决定活动当天流程会不会失控；最后看坑二和坑五，这两条决定现场气氛，属于锦上添花。地基没打牢之前，不必在气氛问题上反复改稿。

还有一条隐藏规则：每个坑的补救句都要能直接抄进方案正文，而不是「注意避免」这种空话。写「每个节目不超过四十秒，超时主持人摇铃」，班委当天就知道摇铃的是谁、怎么摇；写「注意控制时长」，等于没写。自查清单的产出不是打勾，而是六句能落地的话。

A Self-Check List: Six Ways a Learn-a-New-Skill Activity Goes Wrong

Before handing in the plan, check it against the six pitfalls below. Each one lists the signal that shows you stepped in it and one sentence that fixes it.

Pitfall one: the showcase turns into a performance. The signal is a sign-up sheet reading a full three-minute martial arts routine. A thirty-second demo plus one sentence is a showcase; a three-minute act blows up a forty-minute slot. Fix: write in the plan that every item is capped at forty seconds and the host rings a bell on overtime.

Pitfall two: the story segment dies in silence. The signal is an empty line after please volunteer to tell a story. Fix: collect three stories in class the day before and put them on outline cards, so the host has something in hand and the speakers are not nervous.

Pitfall three: the group photo gets postponed forever. The signal is the photo scheduled after the activity ends. Once school is out, people scatter and the photo never happens. Fix: pin the photo to the five minutes right after story telling, in the timetable, to the minute.

Pitfall four: nobody owns the supplies. The signal is a list that only says camera, amplifier, backdrop. Fix: add an owner name and a return time after every item; an item without a name is an item that does not exist.

Pitfall five: only the eager kids sign up. The signal is five names after two days. Usually it is shyness, not laziness. Fix: class officers sign up first, then announce that knowing a little counts as a skill, no mastery needed, so the bar is said out loud.

Pitfall six: only the teacher has read the plan. The signal is that class officers do not know their own jobs for the day. Fix: print the duty sheet separately before submitting, and have every officer sign next to their own name; a plan counts only after the signatures are in.

Tick all six boxes before submitting. Activities rarely fail for lack of ideas; they fail because one of these six lines was left unowned.

The checking order matters too. Start with pitfalls four and six, the foundation of whether the plan can run at all: supplies without owners and officers without signatures mean no idea lands. Then check pitfalls one and three, which decide whether the day itself stays under control. Finish with pitfalls two and five, which shape the mood and are the polish on top. Do not rewrite the mood lines over and over while the foundation is still soft.

One hidden rule: every fix sentence must be copyable straight into the plan, not empty phrases like take care to avoid. Write every item capped at forty seconds with the host ringing a bell on overtime, and the officers know who rings and how; write pay attention to time limits, and you have written nothing. The output of a checklist is not ticks but six sentences that can run.