

班会策划书范文逐段点评：一节走进夏天分享快乐的四十五分钟

下面这份策划书按班会当天的执行顺序写，逐段看它做得对的地方，每段后面附一句点评，班主任可以直接把这份当骨架改成自己班的数字。

第一段活动名称与时间地点：走进夏天分享快乐主题班会，周五下午班会课，本班教室，全班五十人。点评：第一行就把人、时、地交代完，策划书不需要任何铺垫句，执行的人只查信息。

第二段活动目标：一，每人讲出一件自己夏天的事；二，全班正确齐诵短诗小溪走了一天一遍；三，每人完成一张手绘并拼上黑板夏天墙。点评：三条全部可验收，班会结束后班委对着三条开两分钟小结，效果当场有结论。

第三段流程之一，故事分享环节，十五分钟。写法是：小组内每人两分钟轮流讲，组长记下组里最有趣的两个故事，代表上台讲，台上每人不超过一分钟。点评：这个环节最怕冷场和超时，范文用两分钟轮流加代表一分钟把说话次数和时长都锁死，主持人只需要在超时一分钟时举手，不需要打断同学。

第四段流程之二，诗歌朗诵环节，十分钟。写法是：打印稿每组一份，领读人先带读一遍，然后四组接龙，每组读两行，最后一遍全班齐读。点评：接龙比齐读更稳，因为每组只负责两行，走神的人也轮得到；最后一遍齐读收尾，气氛最高点正好衔接下一环节。

第五段流程之三，手绘夏天环节，十分钟。写法是：发A4纸横放，画一个刚才同学故事里出现过的夏天场景，画完写上名字，贴到黑板边框内拼成夏天墙。点评：画同学故事里的场景这一句限制得好，比自由发挥省时间，也让三个环节串成一条线，黑板墙上出现的是刚才讲过的溪水和虾。

第六段分工：总负责、主持、计时、物资、播放、黑板布置各一人到两人，写明替补。第七段物资清单按数量列，标负责人和到位时间。第八段应急预案两行：录音故障改现场朗读，手绘未完课后补贴。点评：分工和物资分开列是对的，合并写容易漏；应急预案只写两条最可能出的故障，写十条反而没人看。

这份范文可以再收紧的一处是开场导入只写了放录音，没有写录音放完后主持人说什么。补一句衔接词进策划书，开场到故事分享的过渡就不用主持人现场发挥了。

A Sample Class Meeting Plan Reviewed Paragraph by Paragraph: Forty Five Minutes of Summer Sharing

The plan below follows the execution order of the meeting day. Read it paragraph by paragraph; the good parts are marked, each paragraph ends with one line of review, and homeroom teachers can use this as a skeleton and swap in their own class numbers.

Paragraph one, name, time and place: Walking into Summer, Sharing the Joy class meeting, Friday afternoon meeting period, this classroom, fifty students. Review: the first line finishes people, time and place; a plan needs no warm up sentences,

executors only check facts.

Paragraph two, objectives: one, each student tells one thing from their own summer; two, the class recites the short poem A Day on the Stream together correctly in one pass; three, each student finishes one drawing and joins the blackboard summer wall. Review: all three are checkable; after the meeting the cadres hold a two minute review against these three lines and the effect gets a conclusion on the spot.

Paragraph three, segment one, story sharing, fifteen minutes. It reads: within each group everyone speaks two minutes in turn, the group leader notes the two funniest stories, representatives tell them on stage, one minute each on stage. Review: this segment fears dead air and overtime most; two minutes in turn plus one minute on stage lock both the number of speakers and the length, and the host only raises a hand one minute over instead of interrupting students.

Paragraph four, segment two, poetry recitation, ten minutes. It reads: one printed copy per group, the lead reader goes once through first, then four groups take turns two lines each, and the last pass is the whole class together. Review: turn taking is steadier than unison choral reading, because each group owns only two lines and even daydreamers get their turn; ending with full unison puts the energy peak right before the next segment.

Paragraph five, segment three, hand drawing, ten minutes. It reads: hand out A4 paper in landscape, draw one summer scene that appeared in a classmate s story just now, write your name, stick it inside the blackboard frame to build the summer wall. Review: the limit draw a scene from the stories just told is well chosen; it saves time compared with free drawing and threads the three segments into one line, so the wall shows the stream and shrimp that were just spoken about.

Paragraph six, duties: overall charge, host, timekeeper, supplies, playback, blackboard, one to two people each, with substitutes named. Paragraph seven, supply list by quantity with owners and deadlines. Paragraph eight, two backup lines: recording failure switches to live reading, unfinished drawings are pasted after class. Review: keeping duties and supplies in separate lists is right, merging them causes misses; the backup plan lists only the two likeliest failures, ten lines would go unread.

One place this sample could tighten: the opening only says play the recording, without writing what the host says after it stops. Add one linking sentence into the plan and the transition from opening to stories needs no improvisation.