

How to Write a Syllabus suggested some guidelines of the process of writing syllabuses and materials.

In the Pre-Writing Stage, the teaching situation and the intended learner group should be analyzed.

Then, Decisions should be made on the type of assessment, resources/ staffing available should. Next, the syllabus designer should have intensive information about the learners' needs, their age, level, interests, and purpose of their learning English, their weaknesses and their strengths. This information can be obtained by administering placement tests and need analysis, and surveying students' descriptive analysis. Another important factor to consider in the initial steps is to state the learning objectives based on the information obtained in the first stage. These can be written in terms of 'can do' statements, such as the learner can talk about likes and dislikes; the learner can narrate a story in the past tense.