

Check-list for class observation

Date:	Class:
Teacher:	Observer:

	Yes / No / Instances / comments
1. Were the learning intentions stated?	
2. Was the teacher's language accurate?	
3. Was the teacher's voice clear?	
4. Did the teacher handle unpredictable vents appropriately?	
5. Was there a lesson opening?	
6. Was there a lesson closing (refer to AFL module)?	
7. Were the instructions clear and simple?	
8. Was the pace appropriate?	
9. Was there variety in question types (in terms of authentic communication)?	
10. Was class coverage good?	
11. Was the student / teacher talking ratio satisfactory?	
12. Did the teacher use appropriate self, peer, and teacher correction techniques?	
13. Did the teacher check learners 'comprehension?	
14. Did the teacher use relevant and effective teaching aids?	
15. Was there variety in interaction patterns?	
16. Were learners involved throughout the lesson?	
17. Was time managed efficiently?	
18. Did the teacher achieve the objectives of the lesson?	
19. Was the learning atmosphere enjoyable?	
20. Were any NEW materials/ techniques/approaches used?	

Final comment: Do you think that the lesson was, on the whole, successful?

List four main keys for such success?

1.....

2.....

3.....

4.....

Thank you.

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Check list for lesson planning

I. **Format:** Does the lesson plan include the following components?

1. The target competences/subskills/ objectives (WALT):
2. The relevant materials to be used in addition to the board and books:
3. A lesson opening: a NEW light/ fun activity (apart from greetings, hangman,...):
.....
4. The main steps of the lesson:
5. The estimated duration /timing of each activity:
6. An appropriate lesson closing (refer to AFL module):

II. **Content / quality:**

7. Are there any appropriate supplementary (or adapted) activities?:
8. What activities are designed to promote student-interaction? :
9. What activities are designed to promote learner autonomy? :
10. Was there provision to reduce teacher talking time to the minimum? :
11. Is there room for skill integration?:
12. Is there a balance in the lesson plan in terms of :
 - a. Accuracy versus fluency:
 - b. Receptive versus productive language:
13. Is there variety / innovation/ self initiative in the lesson plan? :
14. Are there any techniques designed to ensure maximum class coverage?:

III. **General :**

15. Is there provision for unexpected events (lack or excess of time...)? :
16. Is there space for reflection and self-observation?:
17. Suggest any further ideas:

Good Luck!

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