

CLASS MANAGEMENT

Aspects to be considered	Always/Sometimes/Not enough/Never
1. Did the teacher maintain good eye-contact?	
2. Did the teacher change position appropriately with actions?	
3. Did the students work well together?	
4. The teacher rearranged the seating when necessary.	
5. The instructions were clear.	
6. The teacher checked that the students had understood the instructions.	
7. The teacher did not obscure the board. Aids were clearly visible to all the students.	
8. The teacher's voice was clearly audible at all times.	
9. Speech was not slow, slow/fast/unclear.	
10. The teacher was aware of student learning difficulties and responded in a supportive way.	
11. The students took away useful and clearly illustrated language copied from the board or in the form of handouts.	
12. Did the teacher monitor?	
13. Did the teacher dominate the lesson?	

From "The Mentor's Portfolio". The Project of the British Council