

# Observation Worksheet

*Some statements in the schedule may not be applicable for the particular session being observed, in which case they should be marked **Not Applicable**. For each section, an overall assessment of the criteria as listed is to be made. **Comments** boxes may be used to expand on identified points in the list or to make comments on additional areas not covered by the list.*

**Date of session observed:** \_\_\_\_\_

**Subject:** \_\_\_\_\_

**Number of students attending this session:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_

**Observer(s):** \_\_\_\_\_

## Introduction of the session

How well did the lecturer	Very well	Well	Not very well	Not applicable
• secure attention of the students				
• introduce subject in an interesting way				
• make the aims of the session clear to students				
• link subject to previous sessions				
• set tasks appropriately and allocate responsibilities				
• define the topic for discussion				
<b>Overall</b> , this session was conducted				

## Comments

## Explanation of the subject

How well did the lecturer	Very well	Well	Not very well	Not applicable
• demonstrate a firm grasp of the subject area				
• adopt a logical structured approach				
• move clearly from stage to stage				
• emphasise key points				
• provide alternative explanations of difficult points				
• make good use of audio-visual materials				

• make good use of student handouts				
• make reference to additional reading material				
• introduce tasks effectively				
• explain tasks clearly and concisely demonstrate techniques				
• use relevant examples and topical illustrations				
<b>Overall</b> , this session was conducted				

### Comments

### Presentation of the session

How well did the lecturer	Very well	Well	Not very well	Not applicable
• vary the style of delivery				
• use legible and clear audio-visual material				
• show enthusiasm				
• control pace of delivery				
• speak clearly and concisely				
• make eye contact with students				
• maintain an appropriate level of class control and discipline				
<b>Overall</b> , this session was conducted				

### Comments

## Student participation and interaction

How well did the lecturer	Very well	Well	Not very well	Not applicable
• use questions to clarify understanding and involve students				
• handle student questions and responses appropriately				
• respond positively to and build on incorrect answers				
• encourage reasoned argument				
• invite and reinforce participation by non-contributing students				
• restrain dominant students in a non-threatening way				
• give support and guidance to help students with difficulties				
• keep students involved and maintain student interest				
• monitor student progress during the session				
• use layout of the room effectively				
<b>Overall</b> , this session was conducted				

### Comments

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## Closing the session

How well did the lecturer	Very well	Well	Not very well	Not applicable
• reiterate and summarise key points				
• summarise the discussion				
• give clear instructions for follow up work				
• identify link with following session				
• end the session positively and clearly				
<b>Overall</b> , this session was conducted				

### Comments

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**Overall comments:** including reference to any issues affecting the session which were outside the control of the teacher e.g. accommodation, resources

