

Figure 25.1. Teacher observation form: observing other teachers

Circle or check each item in the column that most clearly represents your evaluation: 4 = excellent, 3 = above average, 2 = average, 1 = unsatisfactory, N/A = not applicable. You may also write comments in addition to or in lieu of checking a column.

I. Preparation

- | | |
|---|-------------|
| 1. The teacher was well-prepared and well-organized in class.
Comment: | 4 3 2 1 N/A |
| 2. The lesson reviewed material and looked ahead to new material.
Comment: | 4 3 2 1 N/A |
| 3. The prepared goals/objectives were apparent.
Comment: | 4 3 2 1 N/A |

II. Presentation

- | | |
|---|-------------|
| 4. The class material was explained in an understandable way.
Comment: | 4 3 2 1 N/A |
| 5. The lesson was smooth, sequenced, and logical.
Comment: | 4 3 2 1 N/A |
| 6. The lesson was well-paced.
Comment: | 4 3 2 1 N/A |
| 7. Directions were clear and concise and students were able to carry them out.
Comment: | 4 3 2 1 N/A |
| 8. Material was presented at the students' level of comprehension.
Comment: | 4 3 2 1 N/A |
| 9. An appropriate percentage of the class was student production of the language.
Comment: | 4 3 2 1 N/A |
| 10. The teacher answered questions carefully and satisfactorily.
Comment: | 4 3 2 1 N/A |
| 11. The method(s) was(were) appropriate to the age and ability of students.
Comment: | 4 3 2 1 N/A |
| 12. The teacher knew when the students were having trouble understanding.
Comment: | 4 3 2 1 N/A |

(Continued)

13. The teacher showed an interest in, and enthusiasm for, the subject taught. 4 3 2 1 N/A
 Comment:

III. Execution/Methods

14. There were balance and variety in activities during the lesson. 4 3 2 1 N/A
 Comment:
15. The teacher was able to adapt to unanticipated situations. 4 3 2 1 N/A
 Comment:
16. The material was reinforced. 4 3 2 1 N/A
 Comment:
17. The teacher moved around the class and made eye contact with students. 4 3 2 1 N/A
 Comment:
18. The teacher knew students' names. 4 3 2 1 N/A
 Comment:
19. The teacher positively reinforced the students. 4 3 2 1 N/A
 Comment:
20. Student responses were effectively elicited (i.e., the order in which the students were called on). 4 3 2 1 N/A
 Comment:
21. Examples and illustrations were used effectively. 4 3 2 1 N/A
 Comment:
22. Instructional aids or resource material was used effectively. 4 3 2 1 N/A
 Comment:
23. Drills were used and presented effectively. 4 3 2 1 N/A
 Comment:
24. Structures were taken out of artificial drill contexts and applied to the real contexts of the students' culture and personal experiences. 4 3 2 1 N/A
 Comment:
25. Error perception. 4 3 2 1 N/A
 Comment:
26. Appropriate error correction. 4 3 2 1 N/A
 Comment:

IV. Personal Characteristics

- | | |
|---|-------------|
| 27. Patience in eliciting responses.
Comment: | 4 3 2 1 N/A |
| 28. Clarity, tone, and audibility of voice.
Comment: | 4 3 2 1 N/A |
| 29. Personal appearance.
Comment: | 4 3 2 1 N/A |
| 30. Initiative, resourcefulness, and creativity.
Comment: | 4 3 2 1 N/A |
| 31. Pronunciation, intonation, fluency, and appropriate and acceptable use of language.
Comment: | 4 3 2 1 N/A |

V. Teacher/Student Interaction

- | | |
|---|-------------|
| 32. Teacher encouraged and assured full student participation in class.
Comment: | 4 3 2 1 N/A |
| 33. The class felt free to ask questions, to disagree, or to express their own ideas.
Comment: | 4 3 2 1 N/A |
| 34. The teacher was able to control and direct the class.
Comment: | 4 3 2 1 N/A |
| 35. The students were attentive and involved.
Comment: | 4 3 2 1 N/A |
| 36. The students were comfortable and relaxed, even during intense intellectual activity.
Comment: | 4 3 2 1 N/A |
| 37. The students were treated fairly, impartially, and with respect.
Comment: | 4 3 2 1 N/A |
| 38. The students were encouraged to do their best.
Comment: | 4 3 2 1 N/A |
| 39. The teacher was relaxed and matter-of-fact in voice and manner.
Comment: | 4 3 2 1 N/A |
| 40. The teacher was aware of individual and group needs.
Comment: | 4 3 2 1 N/A |
| 41. Digressions were used positively and not overused.
Comment: | 4 3 2 1 N/A |