### LESSON/ WORKSHOP OBSERVATION CHECKLIST

**INSTITUTION/ DEPARTMENT:**

**ACADEMIC YEAR/ SEMESTER:**

**INSTRUCTOR/ TEACHER/ ASSISTANT/ MODERATOR:**
Office Phone:  
E-Mail:  

**OBSERVER:**
Office Phone:  
E-Mail:  

**Date of Observation:**  
**Date of Individual Conference:**

### Background Information about Observant:
- **Major Field:**
- **Years of Experience:**
- **Contact before Observation:**

### COMPONENT

<table>
<thead>
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<th>COMPONENT</th>
<th>COMMENTS</th>
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<tbody>
<tr>
<td>I. Observeable Planning Strategies:</td>
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<td>II. Warm-up Strategies:</td>
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<tr>
<td>III. Presentation &amp; Practice Strategies:</td>
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</table>
  - **Personal Qualities**  
    - Teacher Attitude/ Rapport/ Interaction  
  - **Skill/ Knowledge-Related Qualities**  
    - Focusing on the objectives  
    - Giving an overall plan of the lecture/ recitation/ lesson  
    - Outlining  
    - Focusing on the topic with valid examples  
  - **Presentation Strategies**  
    - Tone of Address  
    - Start/ Pause/ Repeat ratios  
    - Attention Pointers - Macro markers/ Micro markers  
    - Talk/ Listen ratios  
    - Reformulation/ Rephrasing  
    - Exemplification  
    - Shifting  
    - Summarizing  
    - Body language  
    - Eye Contact  
    - Voice Modulation - Intonation/ Pitch Pattern  
      - Volume/ Pace/ Stress  
    - Posture  
    - Location/ Movement  
  - **Use of Tools**  
    - White board  
    - Projector  
    - Visuals/ Audio-visuals/ Realia  
  - **Time Management**  
    - Learners' Attitude/ Involvement  
  - IV. In-Class Assessment/ Evaluation Strategies:  
    - Asking/ Answering Questions/ Problem-Solving  
    - Praise/ Encouragement/ Correction of mistakes  
  - V. Follow-up Strategies: |

### OVERALL VIEW

**Strengths:**

**Issues to Work on:**

**Recommendations:**