

OBSERVATION REVIEW QUESTIONS

QUESTIONS	OBSERVER	INSTRUCTOR
What went well in the lesson?		
What were some challenges in the lesson?		
How do you think the students reacted to the lesson?		
What surprised you and why?		
What would you do differently next time?		
Would you like to share this lesson or some part of it with other instructors?		

Center for Applied Linguistics, 2009

CAELA NETWORK INSTRUCTOR CHECKLIST FORM

Instructor: _____ Title/Topic of Lesson: _____

Observer: _____ Class Title: _____ Date: _____

Directions: Use this checklist for classroom observations. Place a check beside the activities observed. If the element was not covered, note in the space beneath the element or under Observer's Comments.

	INSTRUCTIONAL ELEMENTS (The instructor did the following)	✓	DEMONSTRATED ACTIVITIES (Check all appropriate boxes below; fill in information at appropriate spaces)
INTRODUCTION	Provided review of previous work as warm-up exercise for students		Used an activity that fosters social communication
			Used an activity to review previous learning
			Used an activity to orient group to new topics
			Other: _____
	Stated lesson objectives and reviewed the agenda		Indicate observed activity: _____
	Provided opportunities for students to become familiar with lesson materials		Previewed vocabulary
			Used visuals to preview (e.g., table of contents, headings, graphic organizer)
	Checked students' background knowledge on the topic/lesson		Asked questions about the topic
		Engaged students in an activity (e.g., Jeopardy, word association)	
		Other: _____	
PRESENTATION	Used appropriate presentation style(s) for content and audience		Lecture Discussion Role play
			Demonstration Case study Other activity/game
			Other: _____
	Gave adequate/appropriate explanation of new concepts		Describe: _____ _____
	Responded to students' questions		Answered questions immediately
			Deferred responding until later in the lesson
			Posted questions for later
	Periodically checked students' comprehension		Asked general questions (e.g., Is there anything you do not understand?)
			Asked content-specific questions
			Asked students to summarize in their own words
			Other: _____
	PRACTICE	Set up practice activities clearly	
			Gave clear oral and written instructions
			Gave examples and/or demonstrations
			Scaffolded learning
			Other: _____
Gave practice activities during class			What was observed? _____
Monitored/assisted all students (individually, paired, and grouped)			Listened to each group interacting
			Answered only clarifying questions
			Other: _____
Used a variety of communicative strategies for practice of language skills and content			Students paired/grouped for speaking
			Students exchanged writing for targeted oral feedback
			Students prepared projects/posters, etc., and shared with class
		Other: _____	

	INSTRUCTIONAL ELEMENTS (The instructor did the following)	✓	DEMONSTRATED ACTIVITIES (Check all appropriate boxes below; fill in information at appropriate spaces)
APPLICATION	Gave students time to apply what was learned	<input type="checkbox"/>	In a new situation during the lesson
		<input type="checkbox"/>	In their own situation after the lesson
	Gave students time to share their application (work)	<input type="checkbox"/>	Paired/grouped students
		<input type="checkbox"/>	Whole class
Gave students an opportunity to comment/evaluate each other's work, as appropriate	<input type="checkbox"/>	Other: _____	
EVALUATION	Evaluated students' application of concepts	<input type="checkbox"/>	Used communicative activity
		<input type="checkbox"/>	Used a test
		<input type="checkbox"/>	Other: _____
	Gave students an opportunity to evaluate the lesson, as appropriate	<input type="checkbox"/>	Used written reflection
		<input type="checkbox"/>	Used oral feedback
<input type="checkbox"/>		Other: _____	
FOLLOW-UP	Gave students opportunities to review materials over time	<input type="checkbox"/>	Assigned homework
		<input type="checkbox"/>	Used warm-up/closing activity
		<input type="checkbox"/>	Used review games or discussion
		<input type="checkbox"/>	Other: _____
	Gave students opportunities to ask questions	<input type="checkbox"/>	Orally or in writing during class
		<input type="checkbox"/>	Posting electronically
		<input type="checkbox"/>	Other: _____
	Gave students a task to further investigate content	<input type="checkbox"/>	Assigned homework
		<input type="checkbox"/>	Linked with future lessons
<input type="checkbox"/>		Other: _____	
OBSERVER'S COMMENTS:			

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