INFORMAL CLASSROOM OBSERVATION FORM

TEACHER_____ DATE_____ CLASS_____
OBSERVER_____

(Please use rating scale of 1-5, with 5 being most positive)

INSTRUCTIONAL SKILLS	RATING	COMMENTS
CLASSROOM ATMOSPHERE Teacher creates a comfortable environment where learners are willing to take risks.	**1 2 3 4 5**	
CULTURAL AWARENESS Teacher demonstrates awareness of, and sensitivity to, cultural differences	**1 2 3 4 5**	
INSTRUCTIONAL EXAMPLES Teachers uses adequate instructional examples that are meaningful, clearly illustrated, and varied.	**1 2 3 4 5**	
CLARITY OF VISUALS Teacher's visual presentations are clear (boards, charts, overheads, flip charts, pictures, etc)	**1 2 3 4 5**	
TEACHERS TALK MINIMUM Teacher talk is minimized, and students are given ample opportunity to practice	**1 2 3 4 5**	
CORRECTION AND FEEDBACK Teacher gives immediate feedback on students' questions and errors. Teacher knows what to correct and what to ignore, gives effective encouragement and promotes self-correction.	**1 2 3 4 5**	
VOICE, BODY LANGUAGE, CUES Teacher uses effective voice, body language, gestures and cues.	**1 2 3 4 5**	
ADEQUATE TIME Teacher allows appropriate amount of time for each activity.	**1 2 3 4 5**	
REAL LIFE SKILLS Teacher integrates real life skills into lesson when appropriate.	**1 2 3 4 5**	
CONTENT KNOWLEDGE Teacher shows an understanding of the subject matter being taught.	**1 2 3 4 5**	

ORGANIZTIONAL SKILLS	RATING	COMMENT
PLANNED LESSON Teacher has a planned, organic lesson which shows evidence of a) sequence, b) connection to yesterday and tomorrow, c) a focus on goal and d) task analysis.	**1 2 3 4 5**	
INSTRUCTIONAL DESIGN Teacher has planned a lesson appropriate to the level of the class.	**1 2 3 4 5**	
MATERIALS CHOSEN Teacher had designed and/or adapted materials to address relevant themes and learner needs.	**1 2 3 4 5**	
MEMORY WORK Teacher regularly incorporates activities that aid retention (e.g., review, summary, memory exercises)	**1 2 3 4 5**	

CLASSROOM MANAGEMENT SKILLS	RATING	COMMENT
RECORDKEEPING AND DATA COLLECTION Teacher maintains accurate attendance and learner progress reports.	**1 2 3 4 5**	
PUNCTUALITY Teacher starts and ends class on time.	**1 2 3 4 5**	
CLEAR EXPECTATIONS Teacher sets clear expectations for classroom interaction.	**1 2 3 4 5**	
ADULT LEARNERS Teacher relates to learners as adults	**1 2 3 4 5**	
FLEXIBILITY Teacher recognizes “teachable moments” and adapts to new situations that arise, and accepts correct alternative answers.	**1 2 3 4 5**	
CHECKPOINTS FOR STUDENT LEARNING Teacher stops periodically during lesson to evaluate learning and adjusts material and pace accordingly.	**1 2 3 4 5**	
WAIT TIME Teacher allows several seconds of quiet time for learners to respond.	**1 2 3 4 5**	

Other comments:

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