

## Lecture Teaching Observation Form

**Teacher's Name:**

**Date:**

**Session title/topic:**

**Observer:**

**Focus of observation (per advance discussion with faculty member):**

*Describe specific observations for each element of the discussion (expand spaces as needed)*

INTRODUCTION	NOTES
1. Introduction of topic, statement of objectives. Offering preview.	
2. Gaining attention and motivating learning.	
3. Establishing climate for learning and expectations for participation.	
BODY OF LECTURE	
4. Presentation of 3-5 main points in clear and organized fashion.	
5. Provision of supporting materials, examples, and summaries.	
6. Targeting of content to appropriate level for learners.	
7. Effective use of visuals, handouts, and /or demonstrations. Management of AV problems (if any), effective use of slides (set stage for each slide, focusing audience on important parts of slides), use of pointer.	
8. Varied methods of presentation (boards, slides, etc.).	
9. Provision of clear transitions	

between topics.	
<b>CONCLUSION</b>	
10. Summary of major principles and key points (without introducing new materials).	
11. Provision of closure and/or stimulation of further thought.	
<b>TEACHER DYNAMICS</b>	
12. Exhibition of enthusiasm and stimulation of interest in content.	
13. Use of appropriate voice, gestures, movement and eye contact. Avoidance of unconscious use of repeated words (e.g. "um" "OK").	
14. Encouragement of active participation.	
15. Stimulation of thought and discussion, e.g. using effective questioning techniques.	
16. Responses to learners' questions (with clarity and conciseness).	
<b>STRENGTHS</b>	<b>RECOMMENDATIONS</b>
Faculty Member's comments	