

## Supervisor Observation Worksheet

Use this worksheet when reviewing a teacher's written lesson plan or observing the teacher teaching the lesson. Whenever possible, give specific examples.

**Lesson Topic** The topic of the lesson was \_\_\_\_\_

Was the topic made clear to the students?

**Lesson Goals** Linguistic content:

Communication task:

Learning strategies:

Were the goals explained to the students?

How were the goals appropriate/not appropriate to the topic and to the students' proficiency level?

**Structure** *Preparation*

Time:

Too little/too much time?

What teacher did:

What students did:

How well did it work?

***Structure, cont.***

*Presentation*

Time:

Too little/too much time?

What teacher did:

What students did:

How well did it work?

*Practice*

Time:

Too little/too much time?

What teacher did:

What students did:

How well did it work?

*Evaluation*

Time:

Too little/too much time?

What teacher did:

What students did:

How well did it work?

***Structure, cont.***

*Expansion (if observation is possible)*

Time:

Too little/too much time?

What teacher did:

What students did:

How well did it work?

***Materials***      Required Materials:

Appropriate to students' proficiency level?

Authentic Materials:

Appropriate to students' proficiency level?