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?