

TEACHER ASSESSMENT CHECKLIST

Name:					Date:					Time:					Class:														
Criteria of Observation										Excellent					Very Good					Good					Needs Work				
Planning: Unit or lesson pre-teaching preparation and record-keeping																													
-textbook references																													
-objectives																													
-theme																													
-language functions																													
-activities																													
-team game																													
-resources and or realia																													
-previous lesson follow-up																													
Classroom Atmosphere/Management: Professional classroom control of behavior																													
-discipline techniques																													
-routines; movement in classroom																													
-tone of voice																													
-firmness with students																													
-pace of activities																													
-variety of activities																													
Lesson Development: professional control of the classroom teaching/learning phases																													
-warm up																													
-review of previous material																													
-class involvement																													
-questioning techniques																													
-teaching techniques																													
-use of target language																													
-teacher movement																													
-student responses																													
-feedback to students for error-correction																													
-extension of the language functions																													
-production																													
-whiteboard writing skills-size, clarity, neatness																													
-use of teaching aids																													
-variety of activities																													
-sequence of activities																													
-conclusion of activities																													
-homework and follow up activities																													
Other Teaching Responsibilities:																													
-Parent Report Book																													
-Administrative Record-keeping																													
-R & Development of new teaching resources																													

Evaluation Notes: