

APPENDIX 4

Language Teaching and Observation Schedule:

SAMPLE

PART A

Name of tutor/assistant:

Date of session observed:

Details of session observed:

Name of observer:

Agreed aims and objectives of the session:

Specific aspects the trainee teacher wishes the observer to focus on:

PART B

INTRODUCTION OF THE SESSION

Did the tutor/assistant...?	1	2	3	4
1. Secure students' attention				
2. Clarify aims				
3. Introduce subject				
4. Provide link to previous session				

ORGANISATION OF THE SESSION

Did the tutor/assistant...?	1	2	3	4
1. Adopt a structured approach				
2. Emphasise key points				
3. Provide alternative explanations				
4. Make good use of AV materials				
5. Make good use of handouts				
6. Introduce/explain tasks effectively				
7. Vary activities/skills				