

CLASSROOM OBSERVATION TOOL – PART 2

General Lesson Information

24	What time did you arrive in the classroom?	
25	What time did the lesson begin? (If you arrive after class has begun estimate time or ask the teacher after class.)	
26	What teaching aids did the teacher use during lesson instruction? (Tick all that apply.)	<input type="checkbox"/> Curriculum <input type="checkbox"/> Teacher's Guide (TG) <input type="checkbox"/> Textbook <input type="checkbox"/> Storybook <input type="checkbox"/> Worksheets <input type="checkbox"/> Poster or chart <input type="checkbox"/> Flashcards <input type="checkbox"/> Pupil exercise books <input type="checkbox"/> Slates <input type="checkbox"/> Real objects
27	Girls and boys... (Tick all that apply.)	<input type="checkbox"/> asked questions equally (in proportion to their numbers). <input type="checkbox"/> were given an equal chance to answer questions by the teacher. <input type="checkbox"/> Not done.
28	Did the lesson included concepts related to the theme and sub-theme for the week? (tick one)	<input type="checkbox"/> Yes <input type="checkbox"/> No
29	In the space to the right, draw what the teacher has written on the chalkboard during this lesson. Try to represent it just as the teacher did on the chalkboard.	

Specific Lesson Actions

Time	Teacher actions	Pupil actions				
FIRST 10 minutes: <hr/> (start time) <hr/> (end time)	<u>Positive actions:</u> <input type="checkbox"/> Refers to TG or lesson plan while teaching <input type="checkbox"/> Moves freely around the classroom <input type="checkbox"/> Calls on individual pupils by name <input type="checkbox"/> Encourages pupil participation and keeps their attention <input type="checkbox"/> Brings pupils back on task when needed <input type="checkbox"/> Observes and records pupils' performance <u>Negative actions:</u> <input type="checkbox"/> Lesson does not appear planned <input type="checkbox"/> Remains at the front of the class <input type="checkbox"/> Does not call on individual pupils by name <input type="checkbox"/> Very little pupil participation and attention <input type="checkbox"/> Ignores or does not address pupils who are off task <input type="checkbox"/> Does not record pupil performance <u>Other:</u> % time speaking English _____% % time speaking LL _____% Minutes out of class _____ min. Minutes in class but not teaching _____ min.	Reading				
		<input type="checkbox"/> Sounds	<input type="checkbox"/> Whole class	<input type="checkbox"/> On board	<input type="checkbox"/> English	
		<input type="checkbox"/> Letters	<input type="checkbox"/> Smaller group	<input type="checkbox"/> In primer	<input type="checkbox"/> LL	
		<input type="checkbox"/> Words	<input type="checkbox"/> Individual at seat	<input type="checkbox"/> In reader		
		<input type="checkbox"/> Sentences	<input type="checkbox"/> Individual at board	<input type="checkbox"/> Other: _____		
		Minutes on pupil reading tasks _____ min.				
		% of pupils participating in reading task _____%				
		Writing				
		<input type="checkbox"/> Pictures	<input type="checkbox"/> Air writing	<input type="checkbox"/> On slate	<input type="checkbox"/> English	
		<input type="checkbox"/> Letters	<input type="checkbox"/> Handwriting practice	<input type="checkbox"/> On paper	<input type="checkbox"/> LL	
<input type="checkbox"/> Words	<input type="checkbox"/> Copying teacher text from the board	<input type="checkbox"/> On board				
<input type="checkbox"/> Sentences	<input type="checkbox"/> Writing own text					
<input type="checkbox"/> Name						
Minutes on pupil writing tasks _____ min.						
% of pupils participating in writing task _____%						
Speaking/Listening						
	<input type="checkbox"/> To a partner		<input type="checkbox"/> English			
	<input type="checkbox"/> To a small group		<input type="checkbox"/> LL			
	<input type="checkbox"/> To the whole class					
	<input type="checkbox"/> To the teacher					
Minutes on pupil speaking/listening tasks _____ min.						

	Minutes teaching _____ min.	% of pupils participating in speaking/listening task _____%
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Time	Teacher actions	Pupil actions			
SECOND 10 minutes: <hr/> (start time) <hr/> (end time)	<u>Positive actions:</u> <input type="checkbox"/> Refers to TG or lesson plan while teaching <input type="checkbox"/> Moves freely around the classroom <input type="checkbox"/> Calls on individual pupils by name <input type="checkbox"/> Encourages pupil participation and keeps their attention <input type="checkbox"/> Brings pupils back on task when needed <input type="checkbox"/> Observes and records pupils' performance <u>Negative actions:</u> <input type="checkbox"/> Lesson does not appear planned <input type="checkbox"/> Remains at the front of the class <input type="checkbox"/> Does not call on individual pupils by name <input type="checkbox"/> Very little pupil participation and attention <input type="checkbox"/> Ignores or does not address pupils who are off task <input type="checkbox"/> Does not record pupil performance <u>Other:</u> % time speaking English _____% % time speaking LL _____% Minutes out of class _____ min. Minutes in class but not teaching _____ min.	Reading			
		<input type="checkbox"/> Sounds <input type="checkbox"/> Letters <input type="checkbox"/> Words <input type="checkbox"/> Sentences	<input type="checkbox"/> Whole class <input type="checkbox"/> Smaller group <input type="checkbox"/> Individual at seat <input type="checkbox"/> Individual at board	<input type="checkbox"/> On board <input type="checkbox"/> In primer <input type="checkbox"/> In reader <input type="checkbox"/> Other: _____	<input type="checkbox"/> English <input type="checkbox"/> LL
		Minutes on pupil reading tasks _____ min. % of pupils participating in reading task _____%			
		Writing			
		<input type="checkbox"/> Pictures <input type="checkbox"/> Letters <input type="checkbox"/> Words <input type="checkbox"/> Sentences <input type="checkbox"/> Name	<input type="checkbox"/> Air writing <input type="checkbox"/> Handwriting practice <input type="checkbox"/> Copying teacher text from the board <input type="checkbox"/> Writing own text	<input type="checkbox"/> On slate <input type="checkbox"/> On paper <input type="checkbox"/> On board	<input type="checkbox"/> English <input type="checkbox"/> LL
		Minutes on pupil writing tasks _____ min. % of pupils participating in writing task _____%			
		Speaking/Listening			
			<input type="checkbox"/> To a partner <input type="checkbox"/> To a small group <input type="checkbox"/> To the whole class <input type="checkbox"/> To the teacher		<input type="checkbox"/> English <input type="checkbox"/> LL
Minutes on pupil speaking/listening tasks _____ min.					

	Minutes teaching _____ min.	% of pupils participating in speaking/listening task _____%
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Time	Teacher actions	Pupil actions			
THIRD/FINAL 10 minutes: <hr/> (start time) <hr/> (end time) <i>Continue marking in this table even if lesson continues beyond the allotted time and indicate the total number of minutes on the line above.</i>	<u>Positive actions:</u> <input type="checkbox"/> Refers to TG or lesson plan while teaching <input type="checkbox"/> Moves freely around the classroom <input type="checkbox"/> Calls on individual pupils by name <input type="checkbox"/> Encourages pupil participation and keeps their attention <input type="checkbox"/> Brings pupils back on task when needed <input type="checkbox"/> Observes and records pupils' performance <u>Negative actions:</u> <input type="checkbox"/> Lesson does not appear planned <input type="checkbox"/> Remains at the front of the class <input type="checkbox"/> Does not call on individual pupils by name <input type="checkbox"/> Very little pupil participation and attention <input type="checkbox"/> Ignores or does not address pupils who are off task <input type="checkbox"/> Does not record pupil performance <u>Other:</u> % time speaking English _____% % time speaking LL _____% Minutes out of class _____ min. Minutes in class but not teaching _____ min.	Reading			
		<input type="checkbox"/> Sounds <input type="checkbox"/> Letters <input type="checkbox"/> Words <input type="checkbox"/> Sentences	<input type="checkbox"/> Whole class <input type="checkbox"/> Smaller group <input type="checkbox"/> Individual at seat <input type="checkbox"/> Individual at board	<input type="checkbox"/> On board <input type="checkbox"/> In primer <input type="checkbox"/> In reader <input type="checkbox"/> Other: _____	<input type="checkbox"/> English <input type="checkbox"/> LL
		Minutes on pupil reading tasks _____ min. % of pupils participating in reading task _____%			
		Writing			
		<input type="checkbox"/> Pictures <input type="checkbox"/> Letters <input type="checkbox"/> Words <input type="checkbox"/> Sentences <input type="checkbox"/> Name	<input type="checkbox"/> Air writing <input type="checkbox"/> Handwriting practice <input type="checkbox"/> Copying teacher text from the board <input type="checkbox"/> Writing own text	<input type="checkbox"/> On slate <input type="checkbox"/> On paper <input type="checkbox"/> On board	<input type="checkbox"/> English <input type="checkbox"/> LL
		Minutes on pupil writing tasks _____ min. % of pupils participating in writing task _____%			
		Speaking/Listening			
	<input type="checkbox"/> To a partner <input type="checkbox"/> To a small group <input type="checkbox"/> To the whole class <input type="checkbox"/> To the teacher		<input type="checkbox"/> English <input type="checkbox"/> LL		
Minutes on pupil speaking/listening tasks _____ min.					

	Minutes teaching _____ min.	% of pupils participating in speaking/listening task _____%
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