**Example of an observation pro forma**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of lecturer: |  | Name of observer: |  |
| Date of lecture: |  | Time of lecture: |  |
| Venue: |  | Topic of lecture: |  |
| Date of report: |  | Approx no. of students: |  |
| Aspects of the lecture | | Responses, comments and suggestions | |
| First impressions made by the lecturer: | |  | |
| How the intended outcomes of the lecture were made clear to students at the beginning of the lecture: | |  | |
| How this particular lecture was put into context regarding previous and forthcoming lectures: | |  | |
| How intended evidence of achievement of the learning outcomes was clarified to students during the lecture: | |  | |
| How the intended learning outcomes were revisited towards the end of the lecture: | |  | |
| How the lecturer checked the extent to which the students felt they had achieved the intended learning outcomes: | |  | |
| The general tone and style of the presentation: | |  | |
| How visual aids were used to enhance students’ learning: | |  | |
| How student diversity (ethnic origin, disability, learning needs) was catered for during this particular lecture: | |  | |
| How body language was used to enhance communication at the lecture: | |  | |
| Tone of voice, clarity of diction, audibility, and so on: | |  | |
| What students seemed to be doing during the lecture: | |  | |
| The extent to which students were kept actively learning during the lecture: | |  | |
| How students seemed to be using any handout materials during the lecture: | |  | |
| How students’ questions were invited and handled during the lecture: | |  | |
| How well use was made of the available space as a learning environment: | |  | |
| How links were made between the content of the lecture and how this would be assessed: | |  | |
| Comments about the close of the lecture: | |  | |
| Any further overall comments and suggestions: | |  | |
| Further specific things on which the lecturer asked for feedback at the pre-meeting:  1  2  3 | |  | |
| The extent to which ‘the lecture’ was the most appropriate format to help students to achieve the learning outcomes: | |  | |
| Action planning comments by observer, for example things to consider in own teaching: | |  | |