

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	
First impressions made by the lecturer	Responses, comments and suggestions
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 a 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	

Figure 8.3 Example of an observation pro forma



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