

# ZAMBIA UNIVERSITY COLLEGE OF TECHNOLOGY

## TEACHING PRACTICE OBSERVATION INSTRUMENT

Student ID : .....Date : .....

School : .....No of Pupils present.....Boys: ....Girls : ....

Topic : .....

Lesson : .....Duration.....

Purpose of monitoring : .....

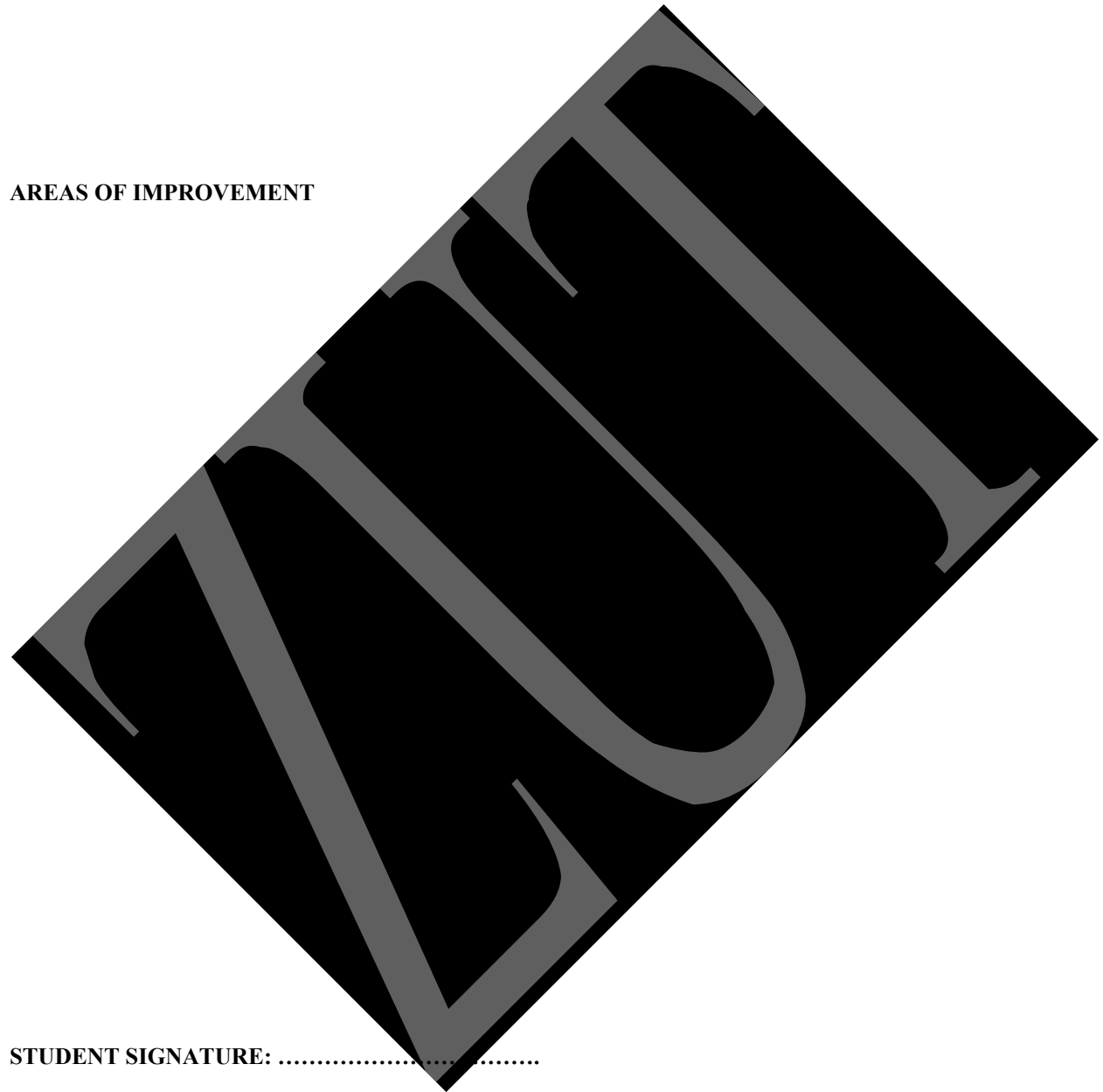
Key : 4–Excellent 3–Very good 2–Good 1–Satisfactory 0–unsatisfactory 4

(Please Tick Accordingly)

	4	3	2	1	0
<b>Planning and preparation</b>					
Lesson plan: Completeness, outcomes matches content, approach to pupil learning.					
Preparation of materials, design of learning tasks, resources, environment					
TP File: Schemes, records, organization, completeness, up to date					
<b>Teaching / Facilitation skills and</b>					
Introduction: Creates interest, directs attention to subject					
Strategies: Varying, learner centred, encourages participation					
Questioning Techniques: use of open, closed, leading, probing questions					
Use of T/ Aids: Board organization, use of chalk, markers, flip chart, etc.					
Problem Solving : Encourages problem solving, orderliness, neatness of work					
<b>Class management and control</b>					
Positive Learning environment: Welcoming, friendly, safe, secure, healthy, happy					
Safe learning environment: Safe, secure, healthy, happy, friendly, welcoming					
Discipline: Maintains discipline, intervenes when necessary, fair, firm					
Time management: Manages time effectively, encourages learners to use time					
Organization: Efficient, effective, encourages learners to use resources					
<b>Assessment, monitoring and evaluation</b>					
Monitoring: Monitoring pupil progress, encourages learners to use resources					
Assessment Strategies: Encourages learners to use resources, encourages learners to use resources					
<b>Communication skills</b>					
Language: Clear, fluent, suitable					
Voice: audible, varying					
Non-verbal communication : Appropriate, clear, moderate					
<b>Knowledge of subject matter</b>					
Sufficient subject matter knowledge					
Connects content to real life situations and other disciplines					
Confidence with subject matter					
<b>Professionalism</b>					
Appearance: decent, exemplary and suitable					
Enthusiasm: Alert, active, energetic					
Knowledge of pupils: Use of names, caring, recognizes/acknowledges pupil differences					
Commitment: Punctuality, attendance					
<b>GRAND TOTAL</b>					

**POSITIVE ASPECTS**

**AREAS OF IMPROVEMENT**



**STUDENT SIGNATURE:** .....

**LECTURER'S NAME:** .....

**SIGNATURE :** .....

**GRADE :** .....