

TEFL Student:	
Teacher:	
Date and time:	
Company:	
Level:	

Key:
A = Skill is conscious and mastered.
B = Adequate performance but some details still need polishing.
C = Some awareness but must focus on improving.
D = Skill NOT demonstrated.

	Class Criteria	Mark (A-D)	Comments for trainee
	Punctuality (on time or minutes late)		
	Attitude and presentation		
Activity preparation	Handouts are ready to be used		
	Definitions and examples for TL words are clear and relevant		
	Parts of activity are linked smoothly		
	Objectives (working on students' fluency and making them understand TL) give sense to the activity and are actively pursued		
Adapting to group and conditions	Grading of language is appropriate for proficiency level		
	Materials are used to enhance student learning		
	Consideration for the number of students		
	Balance between TTT & STT		
	Major and repeated errors and pronunciation mistakes are corrected		
Instructional climate	Active reaction to student's cues and interventions		
	Participative atmosphere		
	Good rapport with students		
Endorsement	Based on this performance, is the TEFL trainee ready to teach a whole class? (Yes/No; Recommendation)		

Additional comments:

TEFL trainee's comments (What have you learnt from your trainer this lesson?)

Trainees: Write down your comments here while observing the part of the class you are not teaching.

Criteria	In class comments	After class comments: What did I do to deal with this? Did it work? What changed?
Students' level or levels		
Use of native tongue		
Bored, inattentive or unmotivated students		
Dominating, intimidated, frustrated, shy and/or nervous students		
Main/repeated errors and mistakes		