

# Teacher's Checklist to a Well-Paced Lesson

Barbara Braaten

Answer the following questions yourself and ask a colleague to answer the same questions after observing your lesson.

YES NO

- |     |     |  |
|-----|-----|--|
| ___ | ___ | 1. Was I in class on time?   |
| ___ | ___ | 2. Did I start the class at the bell?  |
| ___ | ___ | 3. Did I move through routine topics (attendance, announcements) quickly?  |
| ___ | ___ | 4. Was the physical classroom well arranged including sufficient desks and chairs, free from external noise, at an appropriate temperature and without "mess and clutter"? |
| ___ | ___ | 5. Were all my supplies and equipment ready to use?  |
| ___ | ___ | 6. Was the first information given to the class important to the topic of the day?   |
| ___ | ___ | 7. Did I state the daily expectation and the lesson objective clearly?   |
| ___ | ___ | 8. Was I distracted by interruptions (students or other) that also led students to focus on the distraction rather than my information?                                    |
| ___ | ___ | 9. Was the material relevant, age and academically appropriate, and well-paced?  |
| ___ | ___ | 10. Was the lesson concept made concrete by giving definitions, examples and applications?   |
| ___ | ___ | 11. Did my students know what the grade would be based on?   |
| ___ | ___ | 12. Was the supplemental material (films, tapes, etc.) an addition to the lesson rather than a distraction?  |
| ___ | ___ | 13. Was the supplemental material easy for students to follow and make notes?  |
| ___ | ___ | 14. Did I stay on the topic and was I able to cover the content?   |
| ___ | ___ | 15. Did my delivery express enthusiasm?  |
| ___ | ___ | 16. Did I express that I felt the topic was important?   |
| ___ | ___ | 17. Did I check with students to determine their level of comprehension (e.g. check note taking, questioning, quizzes, etc.)?  |
| ___ | ___ | 18. Did I make the students feel respected and appreciated?  |