

C.C.C. Heep Woh College
Staff Development Committee
Feedback Sheet of Lesson Observation for New Teacher Mentors

Name of	
New Teacher:	
Name of Mentor:	

I. Pre-Lesson Observation Meeting:

Date:		Time:	
Venue:		Subject:	
Lesson to be observed:			

II. Feedback

Area of Improvement

Area of strength



Areas of Concern	1	2	3	4	Remarks
Personal Qualities					
Sense of Humor					
Enthusiasm for Work					
Arrive class on time					
End class on time					
Positive Model					
Planning and Preparation					
Knowledge of Subject matter					
Choice of Appropriate Materials					
Suitability of Content					
Organisation of Content					
Teaching Process					
Introduction and Motivation					
Presentation and Explanation					
Skill in Questioning Techniques					
Student Participation in Class					
Evidence of Positive Reinforcement					
Planned Ending					
Time management					
Achievement of Objectives					

Area of Improvement		Area of strength			
	←			→	
Areas of Concern	1	2	3	4	Remarks
Teaching Skills					
Voice and Speech					
Two-way Verbal Communication					
Non-verbal Communication					
Use of board / AV aids					
Use of Relevant Example / Cues					
Prompt Feedback					
Classroom Management					
Class Atmosphere / Discipline					
Handling of Misbehaviour					
Attention to Individual Needs					
Teacher Alertness					
Attitude to Students					

Overall Comments and Suggestions

III. Post-Lesson Observation Meeting:

Date:		Time:	
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Signature of Mentor: _____