

Checklist for evaluating a session

How effective was.....	Very effective	Effective	Satisfactory	Ineffective
Introduction to the session				
Making outcomes clear to learner				
Structure of the session				
Emphasis placed on key points				
Pacing				
Use of voice				
Level of interest maintained				
Use of questioning				
Balance of teacher/ learner activity				
Motivating learners				
Level of participation				
Learners' use of safe working practices				
Types of teaching materials				
Use of teaching materials				
Use of e-resources				
Checking on learning				
Summarising and bringing session to an end				

