

**CONDUCT A LESSON CHECKLIST**

15/30 Minute	Lecture/Demo/PracApp	Rehearsal/Presentation	
Student _____	Lesson Title _____	Faculty Advisor/Evaluator _____	
<p align="center"><b><u>INTRODUCTION (10 POINTS)</u></b></p> <p>[ ] GAIN ATTENTION(2) _____</p> <p>_____</p> <p>[ ] WIIFM(2) _____</p> <p>[ ] OVERVIEW(1) _____</p> <p>[ ] INTRODUCE L/O(1) _____</p> <p>[ ] METHOD/MEDIA(1) _____</p> <p>[ ] IRF'S(1) _____</p> <p>[ ] EVALUATION(1) _____</p> <p>[ ] TRANSITION(1) _____</p> <p>_____</p> <p align="center"><b><u>BODY (MAIN IDEAS 16 POINTS TRANSITIONS 8 POINTS)</u></b></p> <p>[ ] 1ST MAIN IDEA _____</p> <p>_____</p> <p>[ ] TRANSITION _____</p> <p>_____</p> <p>[ ] 2ND MAIN IDEA _____</p> <p>_____</p> <p>[ ] TRANSITION _____</p> <p>_____</p> <p>[ ] 3RD MAIN IDEA _____</p> <p>_____</p> <p>[ ] TRANSITION _____</p> <p>_____</p> <p>[ ] 4TH MAIN IDEA _____</p> <p>_____</p> <p>[ ] TRANSITION _____</p> <p>_____</p> <p align="center"><b><u>PROBING/Q&amp;A TECHNIQUES LISTENING SKILLS (6 POINTS)</u></b></p> <p>[ ] 1ST PROBE(2) _____</p> <p>_____</p> <p>[ ] 2ND PROBE(2) _____</p> <p>_____</p> <p>[ ] ACCEPTED QUESTION(S)(2) _____</p> <p>_____</p> <p align="center"><b><u>SUMMARY (4 POINTS)</u></b></p> <p>[ ] HINT FREE(1) _____</p> <p>[ ] MAIN IDEAS(1) _____</p> <p>[ ] CONCISE(1) _____</p> <p>[ ] CLOSING INSTRUCTIONS(1) _____</p> <p>_____</p> <p align="center"><b><u>MEDIA (2 POINTS)</u></b></p> <p>[ ] EMPLOYMENT(2) _____</p>	<p><small>POINTS DEDUCTED</small></p> <p>_____</p>	<p align="center"><b><u>FACILITATION TECHNIQUES (15 PTS)</u></b></p> <p>[ ] REAL WORLD RELEVANCY(3) _____</p> <p>_____</p> <p>[ ] KEPT STUDENTS FOCUSED(3) _____</p> <p>_____</p> <p>[ ] CONTROLLED THE LESSON(3) _____</p> <p>_____</p> <p>[ ] DEMO &amp; PRAC/APP TECHNIQUES(6) _____</p> <p>_____</p> <p align="center"><b><u>PLATFORM BEHAVIOR (15 POINTS)</u></b></p> <p>[ ] EYE CONTACT(3) _____</p> <p>[ ] MOVEMENT(3) _____</p> <p>[ ] GESTURES(3) _____</p> <p>[ ] FACIAL EXPRESSIONS(3) _____</p> <p>_____</p> <p>[ ] APPEARANCE(3) _____</p> <p>_____</p> <p align="center"><b><u>USE OF VOICE (10 POINTS)</u></b></p> <p>[ ] VOLUME(1) _____</p> <p>[ ] INFLECTION(1) _____</p> <p>[ ] RATE(1) _____</p> <p>[ ] PAUSE(1) _____</p> <p>[ ] PRONUNCIATION(1) _____</p> <p>[ ] ARTICULATION(1) _____</p> <p>[ ] FORCE(1) _____</p> <p>[ ] GRAMMAR(1) _____</p> <p>[ ] PET WORDS(2) _____</p> <p>_____</p> <p align="center"><b><u>CLASSROOM MANAGEMENT (14 POINTS)</u></b></p> <p>[ ] PROPERLY ARRANGED(2) _____</p> <p>_____</p> <p>[ ] CLASSROOM ATMOSPHERE(2) _____</p> <p>_____</p> <p>[ ] TIME(10) _____</p> <p>_____</p> <p align="center"><b><u>RECOMMENDATIONS/COMMENTS</u></b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>00-79 NON MASTER</p> <p>80-85 SATISFACTORY</p> <p>86-94 EXCELLENT</p> <p>SCORE _____ 95-100 OUTSTANDING</p> <p align="center"><b>STUDENT SIGNATURE</b></p> <p>_____</p>	<p><small>POINTS DEDUCTED</small></p> <p>_____</p>

## CONDUCT A LESSON CHECKLIST INSTRUCTIONS

INTRODUCTION		GAIN ATTENTION	
0	1	2	3
0	1	2	3
<b>WIIFM</b>			
0	1	2	3
<b>OVERVIEW</b>			
0	1	2	3
<b>INTRODUCE LEARNING OBJECTIVES</b>			
0	1	2	3
<b>METHOD/MEDIA</b>			
0	1	2	3
<b>INSTRUCTIONAL RATING FORMS</b>			
0	1	2	3
<b>EVALUATION</b>			
0	1	2	3
<b>TRANSITION</b>			
0	1	2	3
<b>BODY</b>			
<b>MAIN IDEAS</b>			
(# of main ideas dictate point values, i.e. 4 main ideas = 4 points each)			
0	1	2	3
<b>TRANSITIONS</b>			
(# of transitions dictate point values, i.e. 4 transitions = 2 points each)			
0	1	2	3
<b>PROBING/Q&amp;A TECHNIQUES/LISTENING SKILLS</b>			
0	1	2	3
<b>SUMMARY</b>			
0	1	2	3
<b>MEDIA</b>			
0	1	2	3
<b>FACILITATION TECHNIQUES</b>			
0	1	2	3
<b>PLATFORM BEHAVIOR</b>			
<b>EYE CONTACT</b>			
0	1	2	3
<b>MOVEMENT</b>			
0	1	2	3
<b>GESTURES</b>			
0	1	2	3
<b>FACIAL EXPRESSIONS</b>			
0	1	2	3
<b>APPEARANCE</b>			
0	1	2	3
<b>USE OF VOICE</b>			
0	1	2	3
<b>CLASSROOM MANAGEMENT</b>			
0	1	2	3
<b>TIME</b>			
0	1	2	3