

ANEXO IV

FICHA DE OBSERVACIÓN DE CLASES PARA LOS AUXILIARES DE LENGUA INGLESA "OBSERVATION CHECKLIST"

Esta hoja es un apoyo para el auxiliar de conversación a la hora de observar el desarrollo de distintas clases en su centro de acogida antes de pasar a colaborar activamente en las mismas.

Your first week at school is key for paving the way for the months ahead. Before diving, it is of high value to see (from a teacher's point of view) how lessons are generally developed in your host school. To help you, here is a **checklist** with the basics you should pay attention to. You can go to some lessons (especially those given by teachers you are going to work with) and show them what you are doing, tell them why and try to get as much information as you can. Compare the results with your own experience and comment with the teacher your findings... it will be an enriching experience for both!

Source: This checklist is based on the one proposed in Lavery, Clare (2001) *Language assistants*. British Council.

Group	Teacher	Number of students
Classroom	Number of lessons a week	Age of students
Classroom physical environment (lay out, light, cleanness, displays, etc.)		
Lesson structure: <ul style="list-style-type: none"> • Start and end of lesson • Timing and phasing • Maintains students' attention 		

Students' grouping (individual / pair / group work)

Communication teacher-students:

- **Tone, volume and pace of voice**
- **Questioning technique**
- **Clarity of explanation**
- **Use of board**

Classroom management (noise level, interruptions, teacher's scanning, etc.):

Students' general attitude towards learning (motivation, interest, participation, etc.)

How are disruptive students handled?

Textbook (title, type, characteristics, etc.)

Support materials used (handouts, graded readers, etc.)

Equipment used (CD, DVD, computers, projector, etc.)

In bilingual lessons, use of Spanish / English (when, why, etc.)

Students' linguistic urgent needs (pronunciation, grammar, vocabulary, listening, etc.)

Others