

## **2. CHECKLIST FOR OBSERVING A LECTURE – University of Edinburgh**

### **1. Venue**

Was the venue adequate – in terms of e.g. seating, lighting, heating, ventilation, audiovisual facilities, sightlines? If not, could the lecturer have done more to help make the venue congenial	
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### **2. Context**

Was adequate information available to the students about the lecture course as a whole? Were sufficient links between this and previous lectures / other parts of the course / textbooks / study materials?	
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### **3. Structure**

Was the lecture material well-organised, so that the students could follow the structure or sequence adopted? Were key points clearly signposted?	
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### **4. Level**

Was the lecture pitched at a level the students could cope with? Was any provision made for those who experienced difficulties?	
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### **5. Clarity**

Was the lecture clearly presented? Were the explanations given readily understood by the students?	
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### **6. Use of Examples**

Were examples or illustrations used whenever helpful to students in grasping key points? Did the examples used engage with student's knowledge and interests?	
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## CHECKLIST FOR OBSERVING A LECTURE

### **7. Handouts and Other Materials**

<p>Did the lecturer make appropriate use of handouts or other study materials?</p> <p>If so, were these helpful to the students in summarising, amplifying or reinforcing the lecture material?</p>	
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### **8. Audio-Visual Aids**

<p>Were audio-visual aids used wherever needed in conveying the subject-matter?</p> <p>Were the aids successful in enabling students' understanding?</p>	
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### **9. Audibility**

<p>Could the lecturer be clearly heard, even by students at the back and sides of the lecture theatre?</p>	
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### **10. Pace and Timing**

<p>Was the lecture material presented at an appropriate speed?</p> <p>Did the lecturer keep to time?</p>	
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### **11. Enthusiasm and Interest**

<p>Did the lecturer present the material in a lively and enthusiastic way?</p> <p>Had students' interest in the subject-matter been sustained or enhanced?</p>	
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### **12. Interaction**

<p>Had the lecturer found scope for interacting with students – e.g. by giving opportunities for questions or comment, or by drawing upon students' interest, concerns or experiences?</p>	
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