

Peer Feedback from Observation of Workshop

Presenter:	Title of workshop:- _____	Date / Time:- _____
Observer:	Group:- _____	No. of students:- _____

	Notes
Set up of room / IT / materials	
Warm introduction / context for workshop / learning outcomes	
Clear explanations / elaboration of content with appropriate balance between abstract and concrete concepts	
Language choices and pace of delivery appropriate for group, including EAL students	
Eye contact and interactive manner encouraged participation of all students, and presenter interacted with a range of students.	
Open questions were posed to participants and enough time was allowed for students to respond.	
Presenter responded respectfully to student contributions.	

Any instructions given were brief and clear. Comprehension was checked before starting activity.	
Activities gave opportunities for learners to consolidate workshop content.	
Presenter maintained a positive and encouraging classroom atmosphere.	
Seating arrangements were appropriate.	
Any writing on whiteboard was legible and well-organised.	
Presentation slides (ppt) and any other resources were used effectively.	
Time was managed to ensure there was a clear summary at the end and time for questions / follow-up. Positive and encouraging conclusion.	

Other notes for follow-up discussion: