



Classroom (or Theory) Teaching Assessment Outline

Candidate:

Date:

Lesson topic:

Instructor Trainer:

	Unacceptable		Satisfactory		Excellent	
Opening comments clear and concise	1	2	3	4	5	
Topic clearly stated	1	2	3	4	5	
Started and ended on time	1	2	3	4	5	
Voice clear and deliberate	1	2	3	4	5	
Speaks with authority	1	2	3	4	5	
Pacing is purposeful and appropriate	1	2	3	4	5	
Use of lesson aids and handouts	1	2	3	4	5	
Participant participation encouraged	1	2	3	4	5	
Topic coverage is appropriate	1	2	3	4	5	
Concluding comments clear and concise	1	2	3	4	5	

Comments:

Typical Guidelines — Classroom Teaching Assessment

Opening Comments Clear and Concise

Instructor introduces his or herself with information pertinent to the lesson. Explains the nature and extent of the lesson being presented.

Topic Clearly Stated and Presented in Context

Its importance and context within the course as a whole must be clearly understood by the audience. The lesson should be linked to the on-water portions of the course wherever possible.

Started and Ended on Time

The lesson must start and end on time. The overall length of the lesson is of particular importance so lessons significantly over time (for example, 5 minutes) will be ended by the evaluator.

Voice Clear and Deliberate

The Instructor candidate's voice must carry clearly to the back of the classroom and should vary in tone and be expressive. Effort should be made to use proper grammar and coherent sentences. Slang and colloquialisms should be used only as necessary.

Speaks with Authority

The instructor should have a depth of knowledge that permits comfortable and easy expression. Effort should be made to avoid unnecessary detail or anecdotes.

Pacing is Purposeful and Appropriate

Lesson content should flow from a logical beginning to a definite end. All important aspects of the topic should be given appropriate time and emphasis.

Effective Use of Lesson Aids

Purposeful use of whiteboards. Projectors, hand-out materials, demonstration goods or other lesson aids should enhance the lesson. Effort should be made to use lesson aids where appropriate. Caution must be taken to avoid having lesson aids become a detriment to the lesson.

Participant Participation Encouraged

The audience should be engaged by the lesson. They should be provided the opportunity to ask questions as the lesson progresses and after the lesson has been summarized.

Coverage of Topic

Topic material must be covered adequately. Great care must be taken to choose the lesson content to suit the skill and understanding level of the audience and the overall context of the course. Too much content is also harmful to the quality of the lesson.

Concluding Comments Clear and Concise

The lesson must be concluded with a summary or other appropriate closing comments. Opportunities for further study or practice can be introduced at this time.