附表二 Appendix 2

**桃園市忠福國民小學外籍英語教學人員教室觀察記錄表(每月)**

**Classroom Observation Feedback**

外師姓名 / Foreign Teacher’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

觀察者 / Observer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 日期 / Date:\_\_\_\_/\_\_\_\_/\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| 回饋項目/Item | 回饋指標/Index | 回饋結果/Results  4 3 2 1 無(NO.) | 綜合敘述  Comments |
| 一、教學準備與設計  Preparation and Design | 1. 教學內容完整明確/Complete and concise teaching contents.  2. 組織的順序、銜接與統整/Organizing of events in a logical sequence for instruction.  3. 符合學生能力與需求，考量個別差異/Meeting students’ varied needs.  4. 考量教學時間/Appropriate time management. | * □ □ □ □ * □ □ □ □ * □ □ □ □ * □ □ □ □ |  |
| 二、教學方法設計運用  Use of Techniques | 5. 符合教材性質/Coping with teaching material.  6. 適當運用且多元/Proper use of  techniques in various ways.  7.注意學生聽說讀寫基本能力培養/Prepares 4 basic language skills.  8.合作學習氣氛的營造/High level of on-task behavior in group activities.  9.學生作業之有效規劃/Well organized assignments.  10.建立良好的教室常規與程序/Discipline system and set of procedures. | * □ □ □ □ * □ □ □ □ * □ □ □ □ * □ □ □ □ * □ □ □ □ * □ □ □ □ |  |
| 三、教學活動  Teaching Activities | 11.能使用教具輔助教學/Use of props.  12.教學方式能顧及不同程度學生之需要/Techniques provided for differences in learning styles.  13.教師能適當給予學生讚美與增強/Use praise and complements.  14.能配合教學活動佈置教學情境/Attractive and stimulating environment.  15.適合學習的教室氣氛/Classroom atmosphere conducive to learning. | * □ □ □ □ * □ □ □ □ * □ □ □ □ * □ □ □ □ * □ □ □ □ |  |
| 四、評量與補救方案設計  Assessments and Remedial Teaching Plan | 16.能依據具體教學目標實施多元且適當的評量/Using multiple assessments to monitor each student’s learning toward teaching/learning objects.  17.調整教學方案設計/Modifying lesson plan according to students’ feedback. | * □ □ □ □ * □ □ □ □ |  |
| 五、教師個人特質  Teacher’s characteristics | 18.教師發音、音量及速度/Pronunciation, tone, volume and speed of speaking.  19.教師用字、文法適當/Proper and consistent use of grammar and vocabulary.  20.教師版書條理工整/Handwriting and punctuation.  21.教師講解清晰有條理/Clear and organized instruction.  22.教學熱忱/Enthusiasm.  23.教學態度和藹可親/Friendly, accepting, and encouraging.  24.精神儀表/Confidence and care taken with appearance: dress code.  25.特別付出/Extra efforts:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * □ □ □ □ * □ □ □ □ * □ □ □ □ * □ □ □ □ * □ □ □ □ * □ □ □ □ * □ □ □ □ * □ □ □ □ |  |

總分 / Total: \_\_\_\_\_\_\_\_\_\_

觀察者簽名: \_\_\_\_\_\_\_\_\_\_

承辦Coordinator 人: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 單位主管: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 校長: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_