

Topic:..... Block:.....

Name of the Lecturer:.....

Date: Time:..... Marked by:

Effective Lecturing Checklist
Compiled & Edited by Faculty Development Committee

This guide serves merely to facilitate observation. Not all the criteria need apply to all lectures and there may be other criteria that you wish to identify

Scale: Strongly Agree 4 3 2 1 Strongly Disagree
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Comments	4	3	2	1
Introduction				
Reviewed the Learning Objectives / Learning Questions				
Demonstrated the relevance of the topic to the overall theme				
Put the content into context of the overall picture				
Interest development				
Captures students' interest in the beginning				
Varies the mode of presentations effectively.				
Appropriate use of humor				
Communication skills				
Appears friendly.				
Projects enthusiasm about what he/she is doing				
Maintains good eye contact.				
Uses gestures/body movements effectively.				
Responsive to the audience.				
Regulates pace of delivery well.				
Speaks clearly.				
Organization and Presentation				
Delivered information alone				
Emphasized major points with specific illustrations/examples/tables/flowcharts				
Used signposts				
Focus clearly conveyed				
Clarifies concepts				
Explanations are short and lucid				
Summary statements are provided				
Used questions effectively				
Used audiovisual aids effectively				
Slides were uncluttered and clear				
Talked with the students rather than slides/boards				
Utilization of time allotted was good				
Wrapping up				
Asked for questions/Doubts before ending				
Summarizes major points				
Reminds the audience about the relevance to the overall theme				