**Pre-observation form**

**To be filled in by the person being observed**

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| Name of teacher |  |
| Name of observer |  |
| Date and time of  session to be observed |  |
| Venue of session to be observed |  |
| Number of students |  |
| Level of students |  |
| Course title |  |
| Topic for the session |  |
| Context e.g. have you met the students before, what format will the teaching take, where does this session fit with the rest of the course? |  |
| What are you aiming to do in the session? |  |
| Is there anything specific you would like feedback on? |  |
| How will you introduce the observer to the students? |  |