

## Guidelines for Practice Teaching

1.     a) **Voice:** Should be Prominent, clearly pronounced and audible from the last bench of the classroom.  
       b) **Exposition:** Development of the lesson should be systematic, logical with proper examples and analogies.  
       c) **Delivery:** It must be attractive, interesting and seemingly theatrical.
2. **Practice with clear Objectives:** Presentation should be at par with instructional objectives keeping in view with the criteria i.e. knowledge, understanding, application and skill.
3. **Questioning:** Ask question addressing the whole class and then to a particular student. Language of the question should be simple and unambiguous. Don't allow chorus answering. Distribute your questions throughout the whole class.
4. **Use of Teaching Aids:** Teaching aids should be relevant, well captioned, attractive, labeled (if necessary), visible and audible from the last bench. Use teaching aids appropriately in course of developing the lesson with the help of pointer.
5. **Use of Black Board:** Black Board work should be neat and clean, systematic, in straight line, free from spelling mistake, drawing should be properly labelled. Give adequate time to your students to note down your board work. While writing on the black board, change your positions so that the students from all corners of the classroom can see the board work.
6. **Student Participation:** Students should interact in questioning and answering. They may be asked for board work or for participation in demonstration. Group work and pair work may be arranged.
7. **Lesson Plan:** Must be neat and clean, free from spelling mistake and concepts should be sequentially arranged.
8. **Attention to the whole class:** Be careful whether every student is attentive or not. Give more attention to the weaker students by asking questions or by giving assignment.
9. **Classroom Management:** Guide the students to maintain proper discipline. Sympathetically maintain a balance between amiability and strictness.
10. **Overall Evaluation:**

A =	90 - 100% (Excellent)	B =	80 – 89.99% (very Good)
C =	70 – 79.99% (Good)	D =	60 – 69.99% (Average)
E =	50 – 59.99% (Fair)	F =	Below 50 (Failed)

**NAME OF THE SCHOOL:**

**CLASS:**

**SUBJECT:**

**DATE:**

**UNIT:**

**SUB-UNIT:**

.....

**1. VOICE, EXPOSITION AND DELIVERY:**

**(a) VOICE:**

**(b) EXPOSITION:**

**(c) DELIVERY:**

**2. PRESENTATION WITH CLEAR OBJECTIVES:**

**3. QUESTIONING:**

**4. USE OF TEACHING AIDS:**

**5. USE OF BLACK BOARD:**

**6. STUDENT PARTICIPATION:**

**7. LEARNING DESIGN:**

**8. COMMAND OVER THE SUBJECT:**

**9. ATTENTION TO THE WHOLE CLASS:**

**10. CLASSROOM MANAGEMENT:**

**11. REMARKS (if any):**

**12. OVERALL EVALUATION: A / B / C / D / E / F**

**Signature of the Observer with Date**