

**Informal Observation Tool**  
*Adult English as a Second Language Program Standards*

**Name:**  
**Program:**

**Date:**

Standard III.A: Instructor demonstrated the use of appropriate instructional approaches and activities for learners.

Standard III.B: Instructional activities encouraged learners to take an active role in the learning process.

The lesson included the following:

- Instruction in the use of language skills
- Competency based instruction
- Integration of language skills based on a thematic approach
- Language structures practiced by the learners
- Instruction applicable to the lives of the learners beyond the classroom

Standard III.C: Instructional activities focused on communication skills necessary for students to function as individuals, family members, community participants, workers and lifelong learners. The lesson addressed the following:

- Student learner goals
- CASAS Competencies, MELT Outcomes and/or SCANS skills

Standard III.D: Documentation of the integration of the four language skills of listening, speaking, reading and writing into instructional activities can be found in the lesson plan:

- Evident in teacher lesson plan
- Goals and objectives that were clearly stated

Standard III.F: Instructional activities incorporated grouping strategies and interactive tasks that facilitate the development of authentic communication skills. Observed techniques:

- Cooperative learning
- Information gap activities
- Role-play
- Simulations
- Problem solving
- Negotiating meaning

Standard III.G: Instructional activities accommodated the needs of the learners and were sensitive to cultural differences.

Standard III.K: Instructional activities integrated language and culture so learners understand function within the diverse culture of the United States. Instructional activities observed:

- Compare and contrast in writing or discussion
- Problem-posing
- Critical incidents
- Role-play
- Advice lines/columns
- Project based learning
- Identifying cultural gains and losses
- Guest speakers
- Other

Standard III.H: The use of learning strategies is evident in the lesson. The following metacognitive skills were included in the lesson:

- Goal setting
- Learning styles
- Self evaluation

Standard III.I: Instructional activities provided opportunities for learners to use authentic materials as resources both inside and outside the classroom. The lesson included the use of the following materials:

Newspapers, telephone books, policies, notices, resources, schedules, maps, applications, forms work sites, and the internet

Other

Standard III J: Instructional activities provided learners the opportunity to develop an awareness of and competency in the use of appropriate technologies to meet lesson objectives. The lesson included:

Understanding basic technology concepts to operate computers, calculators and other technologies

Constructing meaning from information

Creating a quality product

Communicating effectively

Participating as a group member

Using information responsibly

Comments: