### FIGURE 8.4 Sample Informal Observation Form


<table>
<thead>
<tr>
<th>Teacher: Nancy Young</th>
<th>Observation Date: January 10, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time: 9:05–9:20</td>
<td>Class Period: 3</td>
</tr>
<tr>
<td>Subject: English I</td>
<td>Number of students: 23</td>
</tr>
</tbody>
</table>

**Students were:**
- □ working in small, cooperative groups
- □ making a presentation
- □ taking a test
- ✓ working independently at their desks
- □ viewing a film
- □ other:

**Teacher was:**
- □ lecturing
- □ facilitating a question-and-answer sequence
- ✓ working independently with students
- □ demonstrating a concept
- □ introducing a new concept
- □ reviewing for a test
- □ coming to closure
- □ other:

**Comments:**

> Nancy,

Students were working independently at their desks. The rearrangement of the room (desks) allowed you to work independently with students on their essays and to keep an eye on students working at their desks.

Perhaps you should hold the next freshman-level meeting in your room so others can see your room arrangement.

Thanks for letting me visit your room and see the work you do to help our students become better writers. I appreciate your efforts.

Marcie Stiso