

# Observation Sheet: Building Rapport

**Date:** ..... **Class:** ..... **Room:** .....

1. I know and use all my students' names.  
definitely    most of the time    some of the time    not enough
2. I ensure all the students know each others' names and use them.  
definitely    most of the time    some of the time    not enough
3. I create a comfortable, relaxed environment (seating, temperature etc) to ensure a positive learning dynamic.  
definitely    most of the time    some of the time    not enough
4. I ensure students are able to laugh / enjoy themselves but not at the expense of others.  
definitely    most of the time    some of the time    not enough
5. I make eye contact when I'm talking and listening to students.  
definitely    most of the time    some of the time    not enough
6. I treat all students equally and do not let my personal feelings about individuals show.  
definitely    most of the time    some of the time    not enough
7. I spend time anticipating difficulties students may have and prepare solution for them.  
definitely    most of the time    some of the time    not enough
8. I provide opportunities for students to reflect on their learning.  
definitely    most of the time    some of the time    not enough
9. I treat all students fairly and give them equal opportunities to participate.  
definitely    most of the time    some of the time    not enough
10. I use flexible routines to create a motivating atmosphere.  
definitely    most of the time    some of the time    not enough
11. I take into account individual and group needs when planning.  
definitely    most of the time    some of the time    not enough
12. The tone of my voice and ways I address the class make the students feel safe and willing to participate.  
definitely    most of the time    some of the time    not enough
13. I refer to the students by their preferred name.  
definitely    most of the time    some of the time    not enough

14. I show appropriate interest in my students' lives outside the classroom.  
definitely   most of the time   some of the time   not enough
15. I can foster humour in the classroom while maintaining boundaries.  
definitely   most of the time   some of the time   not enough
16. I know what to share about myself to motivate and act as a model for my students.  
definitely   most of the time   some of the time   not enough
17. I spend time anticipating difficulties students may have and prepare solutions for them.  
definitely   most of the time   some of the time   not enough
18. I make sure I have appropriately challenging moments for everyone in the class.  
definitely   most of the time   some of the time   not enough
19. I get students to reflect on their learning as part of my teaching routines.  
definitely   most of the time   some of the time   not enough
20. I ensure my body language, facial expressions and positioning are appropriate.  
definitely   most of the time   some of the time   not enough
21. I ensure that all of my materials and resources are prepared, checked and ready to use.  
definitely   most of the time   some of the time   not enough
22. When I correct students' mistakes, I take into consideration the type of mistake, the student(s) in question, the stage of the lesson.  
definitely   most of the time   some of the time   not enough
23. I am aware of how the mechanics of a language game can promote knowledge sharing.  
definitely   most of the time   some of the time   not enough
24. I use praise constructively and judiciously.  
definitely   most of the time   some of the time   not enough
25. I monitor appropriately and to good effect.  
definitely   most of the time   some of the time   not enough