Writing a teaching diary

Here are some general questions to get you started:

Lesson objectives
- Did the students understand what we did in the lesson?
- Was what we did too easy or too difficult?
- What problems did the students have (if any)?
- Was there a clear outcome for the students?
- What did they learn or practise in the lesson? Was it useful for them?

Activities and materials
- What different materials and activities did we use?
- Did the materials and activities keep the students interested?
- Could I have done any parts of the lesson differently?

Students
- Were all the students on task (i.e. doing what they were supposed to be doing)?
- If not, when was that and why did it happen?
- Which parts of the lesson did the students seem to enjoy most? And least?
- How much English did the students use?

Classroom management
- Did activities last the right length of time?
- Was the pace of the lesson right?
- Did I use whole class work, groupwork, pairwork or individual work?
- What did I use it for? Did it work?
- Did the students understand what to do in the lesson?
- Were my instructions clear?
- Did I provide opportunities for all the students to participate?
- Was I aware of how all of the students were progressing?

Overall
If I taught the lesson again, what would I do differently?