# Template for final report on peer review of teaching

The final report should be 1-1.5 pages long; its audience is likely to be an evaluation committee. The final report includes:

* Letterhead (optional)
* Context: details of class size and level, date time and place, brief description of issues identified in the pre-observation conversation
* What was positive, with several concrete examples from the notes taken during the class
* Any suggestions for teaching development
* Acknowledgement of teacher’s own plan for teaching development (optional)
* A summary statement
* Reviewers name and signature