

To: Personnel Committee
Re: Dr. Hongli Fan
DATE: February 6, 2012
SUBJECT: Teaching Observation

Dear committee:

It's my pleasure to comment on the excellent teaching performance of Dr. Hongli Fan. On February 3, 2011 I had the pleasure to observe Dr. Fan teach the course French 102. There were 15 students in this section. The purpose of this lesson was to engage students in different activities to review grammatical rules and conjugation of verbs such as venir, tenir, tenir, etc. Dr. Fan demonstrated a complete mastery during her instruction.

Dr. Fan used the first names of the students at all time. She created a learning environment in which all students were engaged. One of the aspects I like the most out of Dr. Fan's class was her extraordinary ability to teach to meet different learners' needs. She spoke French at all times except when she explained complicated grammatical rules in English. She always made sure that students understood her instructions clearly before moving on to the next topic. On this particular day of my observation, she began the class by asking students five questions and students were required to write down their answers with complete sentences. The purpose of this exercise is to help students review how to describe actions and events using past tense and future tense. She frequently checked students' comprehension by writing new words or difficult words on the blackboard and made sure that students knew the differences between the conjugated verbs for different tenses. She shared similar verbs that follow the same patterns for conjugation. Throughout her class, each of her students had multiple opportunities to participate in the class activities. Dr. Fan encouraged pair work and group collaboration strategies before she shared with the class the keys to the questions on the textbook. I know for sure I would take her course if I would like to brush up my French in the future.

In summary, I was impressed with the quality of her teaching style and how she was able to make a language course interesting and engaging for her students. It was evidence to me that she was able to use a combination of approaches (reading, lecture, questions, and answers) to help students improve their French proficiency. It is an honor for me to have Dr. Hongli Fan as a colleague. If you need further information, please contact me at (607) 753-4234.

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