

March 24, 20XX

To: English Department; Review Committee

From: Susan Yager

Re: Visit to ...

I'm writing with regard to my visit to Professor X's *English Studies 999, Title of Course*, today. It was a fascinating class, taught with Professor X's trademark energy and effectiveness. S/he brought a high degree of skill and a wealth of preparation to the course, with the result that students were attentive and engaged.

I knew how well-planned the course would be because I'd received a detailed email about the day's events, on the topic of *XXX*, beforehand. As I entered the classroom, *details of situation* for discussion of *X Y and Z*. Professor X spoke easily and informally with students as they came in, then.... Professor X reminded the students about the connection between the day's topic and an upcoming assignment (*information about assignment*), and pointed out the specific connections again at the end of the class.

Using a combination of definitions, brief periods of lecture, and student application and discussion, Professor X led the class of about *xyz* students in considering.... *More about topic; summary of subject matter if necessary, depending on audience*. Professor X elicited student examples and ideas and also....

In developing and refining the students' understanding of this topic, Professor X used *X Y and Z*, such as turn-to-your-partner exercises. Often, Professor X reminded students of connections to earlier parts of the semester – for example, .... Especially interesting was.... I was impressed by... *specific details*.

In addition to using *X and Y*, Professor X also *did Z*. *Further statements of examples*. For their part, students reacted..., with about *X percent* participating in the day's discussion.

It was a pleasure to witness the.... class and to learn about this topic from Professor X, who was.....