**Checklist: Guidelines for Writing Anecdotal Records**

Use these criteria for analyzing an anecdotal record. Check the appropriate box next to each numbered statement. Write comments that will help in your analysis.

 **Met Not met Comment**

1. Develop an observation plan \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

2. Record the anecdote as soon \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

 as possible after it happens.

3. Describe the context in which \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

 the incident occurs.

4. Write useful notes about the \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

 activity. Notes are in separate

 section of form.

5. Exact words recorded in writing \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

 dialogue in quote marks.

 Paraphrased remarks **not** in quote marks.

6. Information about how others \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

 responded to speaker’s words

 or actions.

7. Written in proper order: Describe \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

 setting, then action, then how

 incident ended.

8. Complete enough in data recorded \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

 to get clear idea of event.

 Written objectively.

9. Interpreted carefully (interpretations \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

 in body of anecdote in brackets;

 most interpretation done in separate

 section)