

Sample Anecdotal Record Form for a Discussion or Talking Circle

Student Name _____

Date or Time Period of Assessment _____

Activity _____

1. Effective Communication Skills	Comments
<ul style="list-style-type: none">• listens attentively• summarizes• clarifies• does not interrupt• maintains appropriate eye contact*	
2. Contribution	Comments
<ul style="list-style-type: none">• stays on topic• makes positive contribution• contributes own ideas• contributes information gathered from others• builds on others' ideas	
3. Attitude	Comments
<ul style="list-style-type: none">• encourages others to participate• acknowledges ideas of others• considers all opinions• disagrees in a respectful way	

*Some of the items listed above (e.g., eye contact) can vary across cultures and individuals, and in accordance with the situation. Teachers should also be aware of second language and dialectical differences that can be present in students' speech, and adapt assessment instruments accordingly.