

### 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)	_____	_____	_____