

Anecdotal Observation Form

Student Name	Roles & Responsibilities	Superior	Strong	Adequate	Weak
	Discussion Leader <ul style="list-style-type: none"> • Poses solid questions that prompt responses • Encourages all members to contribute • Reminds members to support responses with textual references • Uses affirming response and comments 				
	Notetaker <ul style="list-style-type: none"> • Records key concepts from each speaker • Asks clarifying questions as necessary • Paraphrases comments, notes text references • Writes legibly 				
	Visual Aid Creator <ul style="list-style-type: none"> • Synthesizes information and transfers to chart paper • Uses colors and forms to present attractive presentation • Bullets; no sentences • Font size visible from back of room • May include art work 				
	Speaker <ul style="list-style-type: none"> • Rehearses with group • Adheres to appropriate podium etiquette 				
Entire Group	<ul style="list-style-type: none"> • Stays on task • Works collaboratively 				