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## WAYS TO GATHER INFORMATION DURING CLASS OBSERVATIONS\*

- ▶ **Selective Verbatim:**  
Word-for-word record of what individual learners and/or the teacher say about a particular issue or some other area of focus (e.g., the observer records the exact wording of how the teacher asks questions and how a particular learner responds, keeps note of the questions that learners ask, records the exact conversation between specific learners, etc.).
- ▶ **Anecdotal Record:**  
Description of events or episodes that occur during the class (e.g., the observer records the story of what happens among learners when the teacher leaves the classroom, or records the behaviors and conversation between learners as they negotiate how to work in small groups).
- ▶ **Verbal Flow:**  
A written or visual description of who talks with whom (e.g., the observer maps who initiates the conversation, who responds, who follows, who is silent, who is addressed, who is left out, etc.).
- ▶ **Class Traffic:**  
A written record of who moves inside the room at what times (e.g., who enters and exits, movement from large group to small groups, who goes where). This description can include the rationale for the traffic (if provided) and how learners and the teacher respond to the traffic.
- ▶ **Event Count:**  
A record of the number of times something in particular occurs (e.g., the number of times the teacher interrupts a learner, the number of times learners interrupt one another, the number of times learners initiate a discussion, the number of times there are periods of silence, etc.).
- ▶ **Duration:**  
A record of how much time is spent on a particular event or activity (e.g., the amount of time learners talk informally versus “on task,” the amount of time the teacher speaks versus learners, the amount of time learners have to quietly reflect, the amount of time learners have to work with one another, etc.).
- ▶ **Time Sample:**  
A record of what occurs at specific intervals of time (e.g., a record of what learners are doing every five minutes, or what is happening in the classroom every five minutes).
- ▶ **Physical Map:**  
A drawing or map of where tables and chairs are located and the activities that happen there.

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\* Excerpted from *NCSALL Mentor Teacher Group on Learner Motivation, Retention, and Persistence*, NCSALL.