

教研记录六个常见毛病与改进建议写法

把近几年听评课教研记录里最常见的问题整理成六条，每条给识别方法。教研组长期末抽查记录时，照着这六条过一遍，能筛出大部分不合格的记录。

毛病一：流水账。识别方法：通读记录，如果每段开头都是某老师认为、某老师指出，且删掉任何一段都不影响理解，就是流水账。改法：按观点重组，同一观点下并列各人论据，人名放括号里。

毛病二：主题空泛。识别方法：把研讨主题单独抄出来，如果这句话放到任何学科任何话题都成立，就是空泛。诚信教研的主题若写成提高学生写作水平，即中招。改法：主题句必须包含对象加问题加本次要解决的部分，例如五年级学生写诚信故事只会喊口号，本次研讨用什么讲评方法能让学生学会写犹豫心理。

毛病三：课例记成台词。识别方法：课例栏超过八百字且出现大量直接引语。改法：每环节一句话加一个学生证据，教师原话超过二十字的引语全部转述。

毛病四：观点不合并。识别方法：数记录里出现相同关键词的次数，日记习惯出现三次却分属三段，就是没合并。改法：现场记录可以按人记，整理时按观点归并，保留每人论据。

毛病五：建议无动作。识别方法：把每条建议单独抄出来，检查有没有动词加频率加检查人。加强、注重、关注这三个词开头的句子全部重写。改法：套三件套模板——做什么、多久一次、谁来查。例如：诚信小事记录本，每周记一件，备课组每月抽查两本。

毛病六：结论不回应主题。识别方法：把主题栏和结论栏并排读，结论里找不到主题句中的关键词，就是脱节。改法：结论第一句必须复现主题中的问题词，并写明本次达成的决定；后两句写下下一步的时间、责任人和交付物。

教研结论推荐三句写法：第一句共识，本次确定什么为教学重点；第二句遗留，什么问题列入下次；第三句安排，下次时间地点与前置任务。三句之外不加感叹不加展望。一页纸的记录、六栏齐全、结论可执行，这样的教研记录归档后才有复用价值——下学期同题教研直接翻出旧记录，改进建议里没做完的那几条就是下学期的起点。

Six Flaws in Research Records and How to Write Suggestions

Here are six problems that recur in lesson-study research records from recent years, each with a detection method. A research group leader can screen most failing records by running this list at term's end.

Flaw one: running account. Detection: if every paragraph opens with teacher X believes, teacher Y pointed out, and deleting any paragraph changes nothing, it is a running account. Fix: reorganize by viewpoint, list each person's evidence under the shared point, names in parentheses.

Flaw two: vague topic. Detection: copy out the topic line alone; if it would fit any subject and any topic, it is vague. An integrity session themed improving writing ability fails. Fix: the topic sentence must contain grade level plus problem plus what this session tackles, for example: fifth graders writing integrity stories only shout slogans; which review method will teach them to write hesitant psychology.

Flaw three: lesson logged as transcript. Detection: the lesson column exceeds eight hundred characters with heavy direct quotes. Fix: one sentence per stage plus one student evidence; paraphrase any teacher quote over twenty characters.

Flaw four: viewpoints not merged. Detection: count repeated keywords; if diary habits appears three times across three paragraphs, nothing was merged. Fix: raw notes may follow speakers, but the cleaned record groups by viewpoint while keeping each person's evidence.

Flaw five: suggestions without action. Detection: copy each suggestion and check for verb plus frequency plus checker. Any sentence starting with strengthen, emphasize, or pay attention gets rewritten. Fix: use the three-part template — what to do, how often, who checks. Example: an integrity small-events notebook, one event weekly, the preparation group spot-checks two notebooks monthly.

Flaw six: conclusions that ignore the topic. Detection: read the topic line and conclusion line side by side; if the topic's keywords appear nowhere in the conclusion, they are disconnected. Fix: the first conclusion sentence must echo the problem word from the topic and state the decision made; the next two sentences give time, owner, and deliverable.

Recommended three-sentence conclusion: first, consensus — what is confirmed as this term's teaching focus; second, leftovers — which problem joins the next agenda; third, arrangements — next session's date, place, and pre-tasks. Nothing beyond three sentences, no exclamation, no vision statements. A one-page record with six complete columns and executable conclusions keeps reuse value: next term's same-topic session pulls out the old record, and the unfinished suggestions become its starting point.