

教研活动记录怎么写：主题、发言、结论三块落实法

不少老师写教研活动记录，习惯从签到开始一路记到散会，写出来像一份会议流水账，回头看却抓不住重点。其实一份合格的记录只需要落实三块内容：研讨主题、教师发言要点、教研结论。写之前先搭好这三个小标题，现场记录就有了骨架。

第一块是研讨主题。主题要写成一句具体的问题，而不是一个宽泛的科目名称。比如把语文教研细化为叙事作文怎样写出真情，把数学教研细化为应用题审题步骤如何示范。主题具体，后面的发言和结论才有共同的靶子，不会各说各话。确定主题时，最好从近期课堂里真实出现的共性问题里挑，而不是凭空选一个时髦的说法。

第二块是教师发言要点。记录发言不是逐字转录，而是把每个人最有价值的一两句话提炼出来，写成观点加论据的形式。比如某老师指出学生作文流水账的根源是叙事缺少转折，另一位老师举出课堂提问无效的例子。要点后面可以括注发言人，方便日后追溯。如果现场有课例展示环节，先用三五句话交代课例的基本信息和最突出的特点，再进入发言记录，让没到场的读者也能看懂讨论针对什么。

第三块是教研结论和改进建议。结论要回答两个问题：这次讨论达成了什么共识，接下来怎么做。改进建议尽量写成可操作的条目，注明由谁负责、大致什么时间落实。三块都落实之后，记录既客观又有观点有结论。交稿前做一个简单检查：把记录放一周再重读，如果能还原现场讨论、看清后续行动，这份记录就站得住。日常写记录时还可以按三块分配篇幅：主题两三行带过，教师发言占去大半，结论干脆收尾，比例顺了，记录读起来就不会乱。

How to Write a Teaching Research Record: Fill in the Three Blocks of Theme, Comments and Conclusion

Many teaching research records read like a minute-by-minute transcript of a meeting, and the useful parts get buried. A qualified record only needs to fill in three blocks: the discussion theme, the key points of teacher comments, and the research conclusion. Set up these three headings before the meeting, and the on-site notes will have a skeleton.

The first block is the discussion theme. Write the theme as one specific question instead of a broad subject name. For example, narrow language research down to how narrative writing expresses true feelings, or narrow math research down to how to demonstrate the steps of reading a word problem. A specific theme gives the comments and the conclusion a shared target, so people stop talking past each other. Pick the theme from a real problem that recently appeared in classrooms, not from a fashionable slogan.

The second block is the key points of teacher comments. Do not transcribe every word; extract the one or two most valuable sentences from each speaker and write them

as an argument plus its evidence. One teacher may point out that flat essays come from stories without a turning point, while another may cite an example of ineffective classroom questioning. Put the speaker name in brackets so the note can be traced later. If the session includes a lesson demonstration, describe its basic information and its most striking feature in three or five sentences before the comments begin, so readers who were absent can still follow the discussion.

The third block is the conclusion and the improvement suggestions. The conclusion must answer two questions: what consensus the discussion reached, and what to do next. Write the suggestions as actionable items, noting who is responsible and roughly when things should happen. After the three blocks are filled in, the record is objective and still carries a viewpoint. Do one simple check before submitting: reread the record a week later, and if it lets you rebuild the scene and see the follow-up actions clearly, the record holds up.