

教研活动记录的五个常见毛病：对照自查清单逐个改

写教研活动记录踩的坑大体逃不出五个，下面按毛病列出自查问题和改法，写完记录对照一遍即可。

毛病一：主题空泛。自查方法是只看记录第一行，问自己这次到底讨论的是什么问题。如果主题写的是教研活动或作文教学这类词，等于没有主题。改法是把它改写成一个问题句，问题来自最近课堂里的真实现象。

毛病二：发言逐字转录。自查方法是数一数发言段落里有没有某个人超过四行的连续引语。逐字记录看似完整，实际把有价值的观点埋进了口头语和重复句里。改法是每人只保留观点加证据的一两句话，其余删掉，括注发言人。

毛病三：结论口号化。自查方法是把结论单独抄出来，检查里面有没有加强、提升、重视这类没有动作的词。口号式结论过两周就没人记得要做什么。改法是每条结论都补上谁来做、做什么、什么时候完成。

毛病四：要素缺失。自查方法是核对记录里能否找到时间、地点、参与人、主题四个要素，缺一个都会被质疑记录的真实性。改法是在记录开头用一行集中交代，不要散落在正文里。

毛病五：记录滞后。自查方法是看记录完成日期与活动日期相差几天，超过三天，细节就开始失真。改法是现场只记关键词和短句，当天用二十分钟扩写成完整记录，宁可当天写得粗，也不要一周后凭想象补。

五个毛病里，前三个影响记录的质量，后两个影响记录的可用性。对照清单改完，记录基本能达到客观、有观点、有结论的要求。如果时间紧，优先处理结论口号化和记录滞后这两个毛病，它们对后续教学的伤害最直接，改起来也最见效。

Five Common Flaws in Teaching Research Records: Fix Them One by One with a Self-Check List

The traps in writing teaching research records mostly fall into five flaws. Each flaw below comes with a self-check question and a fix; run through the list once your draft is done.

Flaw one: a vague theme. Self-check by reading only the first line and asking what problem was actually discussed. If the theme reads as teaching research or writing instruction, there is no theme at all. Fix it by rewriting the theme as a question drawn from a real phenomenon in recent classes.

Flaw two: word-for-word transcription of comments. Self-check by counting any speaker with more than four consecutive quoted lines. Verbatim notes look complete but bury the useful claims inside filler and repetition. Fix it by keeping one or two sentences of claim plus evidence per speaker, deleting the rest, and noting the

speaker in brackets.

Flaw three: slogan-style conclusions. Self-check by copying the conclusion alone and looking for action-free words such as strengthen, improve, or attach importance. Slogans are forgotten within two weeks. Fix it by adding who does it, what exactly, and by when to every conclusion.

Flaw four: missing basics. Self-check whether the record states time, place, participants, and theme; missing any one invites doubt about authenticity. Fix it by putting all four in one line at the top instead of scattering them through the body.

Flaw five: late write-up. Self-check how many days passed between the activity and the finished record; beyond three days, details start to distort. Fix it by capturing only keywords and short phrases on site, then expanding them into a full record within twenty minutes the same day. A rough same-day draft beats an imagined one written a week later.

The first three flaws affect the quality of the record; the last two affect its usability. After fixing them against the checklist, the record should meet the standard of being objective, viewpoint-bearing, and conclusive.