

MELA-O Note-taking Guide

Observation Summary

Name of Student _____

Context of Observation: Date _____ Time _____

Environment _____

Description of Oral Language Activity

Comprehension Notes

Note sampling of student's responses that indicate understanding/comprehension.

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Production Notes

Note samplings from speech of student

Fluency	
Vocabulary	
Pronunciation	
Grammar	

Other Relevant Observations: _____

Record Information on this form as soon as possible after the observation and without fail on the same day.