

PROCESS / STEP / PHASE VERLAUF/ SCHRITT/ PHASE	MOVE & BODY EXPRESSION <i>BEWEGUNG UND KÖRPERAUSDRUCK</i> <i>(movements, bodyposition, placement in relation to space or object, facial expression, gestures, mimics ...)</i>	INTERACTION, COMMUNICATION, VERBAL EXPRESSION, DIALOGUES <i>INTERAKTIONEN UND HANDLUNGEN, KOMMUNIKATION, SPRACHLICHE ÄUSSERUNGEN, DIALOGE</i> <i>(who does what, with what, with whom) (who says what to whom...)</i>	OTHER <i>SONSTIGES</i> <i>(unexpected events, specialties, comments & questions of the observer)</i>

GUIDELINE TO OBSERVE AND COLLECT DATA

- You are a non-participant observer, so you have to be in the class in a discreet form.
- You can collect data during the session, but it's important that you don't spend a lot of time writing because during this time you aren't observing all what happens. It's better to write only the literal sentences and some key words to remember the observation you've done. Just after the session you should complete the sheet.
- It's very, very important that you only give your individual perspective or commentary in the very right column "OTHER" and not in the other three columns. These are only intended for objective data (things that are really being expressed or said). You can still comment on a specific action or expression in the right column "OTHER". Sometimes you need to add some adjectives (looks not interested, for example) but in this case you should show (underlining) you're expressing a subjective point of view.

Example 1 for the column "main action"

Participant 2 builds a tower with the cards. He spends a lot of time to build it. [GOOD observation for column "main action"]

Example 2 for the column "comments & questions"

Participant 2 spends too much time with a crazy tower... [It's an assessment, so you have to write it in the comment&questions of the observer, NOT in the "main actions"]

- In every step of the experiment you should observe (mainly) body and verbal expression. Concretely we can look for:
 - **Main actions:** you should write only the actions you think are surprising or are important to understand better comments or gestures of the participants. It isn't necessary to register all the actions.
 - **Body:**
 - Body position during this time (sitting, standing,...). If it hasn't changed, it isn't necessary to write it.
 - Facial and body expression: physical signs that show how they are (happy, surprised, angry,...). It's interesting to concrete if the feelings are connected with the material, the activity, someone,...
 - Other gestures: how they manipulate the material, for example.

- **Verbal expression:**
 - Ideas they say: summaries of the ideas that participants have expressed. Often, it's important to know who does it and in which context it happens.
 - Literal sentences: in this column you have to write exactly the sentences you consider very illustrative, interesting or even shocking.
- **Comments & questions of the observer:** in this column you can express your feelings, questions, give comments, assessments, ideas,... in relation to all you are observing.