

WHAT TO DO IF YOU HAVE TROUBLE TAKING NOTES

Note-taking is a life skill, so do your best to find a style that is best for you.

Foremost, you must have a discussion with your teacher(s) explaining why taking notes is hard for you and to negotiate a method to help you develop this skill and remain current in your work.

With your parents and teachers, decide on a way for you to acquire the notes necessary for future study and class credit. **Four possible methods are:**

1. The **teacher provides notes** by giving you a hard copy or posting on Edline. You would then summarize or highlight the main points of the notes and put this in your notebook to receive credit for note-taking.
2. Ask for a **scribe**. This is a student who is assigned/requested to provide you with notes from class to compare with your own notes. If you have a scribe, you have some responsibilities. They are:
 - Make copies without taking them from the owner. You can do this by seeing Ms Erin in the Main School building; Ms Ann Pressley in the Counseling office; or Ms Ann Forster in the Library immediately after class.
 - Compare your notes with those of your scribe and amend your copy to reflect what is different/missing. (This may require you to rewrite.)
 - Put the amended notes in your notebook for credit or study later.
 - Show gratitude and respect to the scribe for spending his time and effort helping you. You should consider paying the favor forward.
3. Bring a **tablet or laptop** to take notes in class if typing/keyboarding is easier for you. Remember: you may lose this important tool if you are not acting responsibly. Your equipment is your responsibility – take care of where you leave it and don't loan it to anyone else.
4. **Recordings** using your smart phone, either photograph notes written on the board or audio recording (WITH PERMISSION) the lecture. This method requires you to “transcribe” the notes at home to put in your notebook. Remember, notes are the intellectual property of the teacher, so permission should be acquired BEFORE recording. As with any device, responsible use is a must to maintain the privilege.

You should always discuss with your parents and teachers the method you believe will help you acquire the necessary credit for taking notes in a class. Not all methods lend themselves to all classes, so be ready to exercise at least two or more of these in a school day. All of the methods require you to be responsible, respectful, and organized.