

## WHAT TO DO IF YOU HAVE TROUBLE TAKING NOTES

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

*Research upholds the handwritten method for long-term memory, so it is worth incorporating some form of handwritten notes into your chosen method of study.*

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

**Four possible methods are:**

1. The **teacher provides digital notes** by posting on PlusPortals. 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 Ann Pressley in the Counseling office or Ms Suzy/Ms Claire in the Main School building.
  - Compare your notes with those of your scribe and re-write your copy to reflect what is different or missing. This is a very effective study system.
  - Put the amended notes in your notebook for credit or study later.
3. Use the word processing program on a **tablet or laptop** to take notes in class if typing/keyboarding is easier for you. Remember: you may lose this important tool for irresponsible use. Your equipment is your responsibility – take care of where you leave it and don't loan it.
4. **Smart phone** photography of notes written WITH PERMISSION. 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 ahead of time. 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 the most. 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.