

## Report Rec

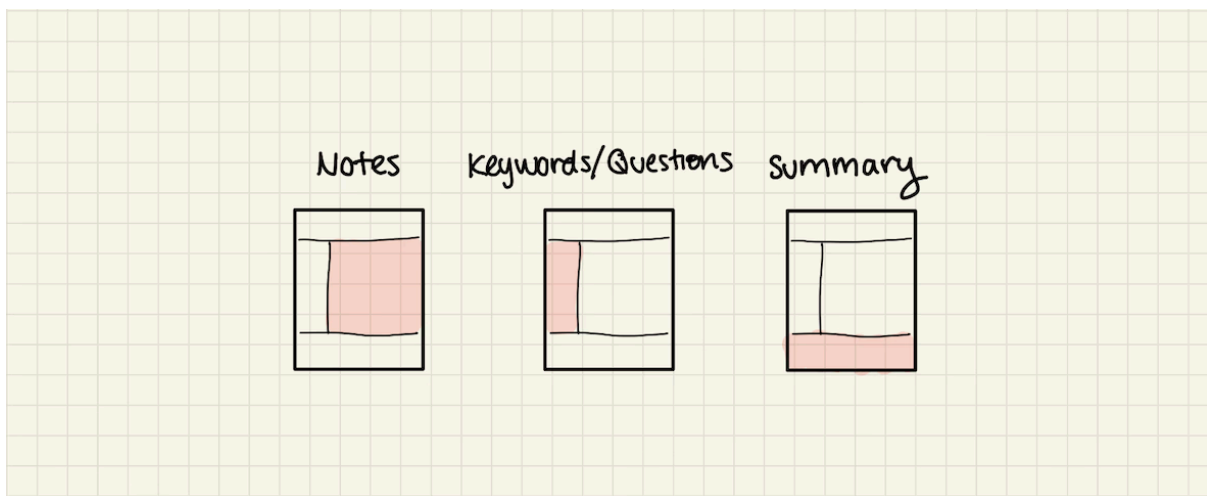
### Note taking training

To aid with working memory challenges, learning how to take good notes is beneficial. It's worth considering what type of note-taking works best for {{name}}.

### Note-Taking for Students with Working Memory Issues

Note-taking is a crucial skill that helps students process and retain information, particularly for those with working memory challenges. For these students, developing an effective note-taking strategy can reduce cognitive overload and improve focus, comprehension, and recall. Teaching note-taking one-on-one allows educators to tailor the approach to suit the student's specific needs, ensuring they gain confidence in a method that works best for them. Below are detailed note-taking strategies, including their benefits, drawbacks, and suitability for different types of learners.

### The Cornell Note-Taking Method



#### What It Is

- A structured format for organising notes by dividing the page into three sections: cues (left-hand column), detailed notes (right-hand column), and a summary (bottom).

#### How It Helps

- The Cornell Method breaks information into manageable parts and encourages active review, making it especially helpful for students who need structure and guidance to process information effectively.

#### Best For

- Students who benefit from clear organisation and structure.
- Those who struggle to synthesise information independently.

#### Pros:

- Encourages active engagement with material through review and summarisation.
- Simplifies complex information into smaller, digestible sections.

#### Cons:

- Can feel rigid for creative learners.
- Requires time and consistency to master.

#### How to Use It

- Divide the page into three sections: a left margin for cues, a larger right-hand section for notes, and a bottom section for a summary.
- During lessons, take key notes in the right-hand column, avoiding verbatim transcription.
- After the lesson, summarise key points in the bottom section and add cues or questions in the left column for review.

## **Mind Mapping**

### What It Is?

- A visual method of organising information around a central concept, with related ideas branching out.

### How It Helps

- Mind mapping allows students to see connections between ideas and break down complex topics visually, making it ideal for those who struggle with linear note-taking.

### Best For

- Visual learners who process information better with colours and images.
- Students who need to break down complex topics into simpler parts.

### Pros

- Highly customisable with colours, symbols, and images.
- Helps students see relationships between ideas.

### Cons

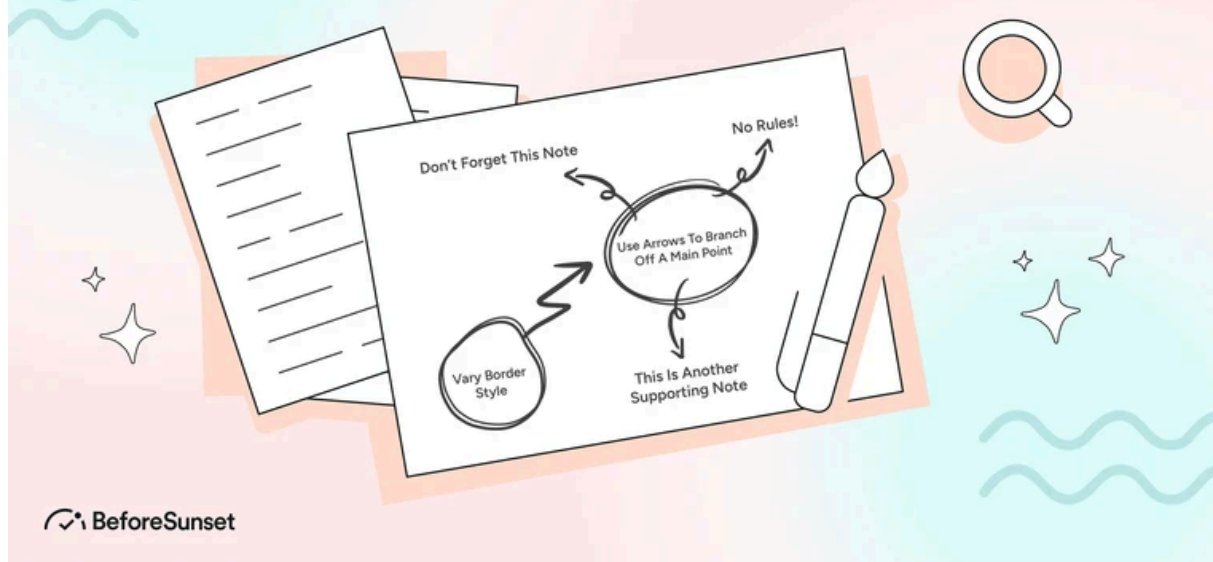
- Can be overwhelming for students who prefer straightforward methods.
- Requires time to develop effective maps for more advanced topics.

### How to Use It

1. Write the main topic in the centre of the page.
2. Draw branches for subtopics, adding keywords, symbols, or short phrases.
3. Use colours and additional branches for examples, details, or supporting ideas.

## **Flow Notes**

# The Flow Method Note Taking



## What It Is?

- An unstructured, freeform method where students write down ideas as they understand them, connecting and summarising as they go.

## How It Helps

- This approach encourages active engagement and adapts to the student's natural thought process, making it effective for creative thinkers and those who struggle with rigid methods.

## Best For:

- Students who prefer flexibility and creativity in their approach.
- Those who find structured methods like Cornell too restrictive.

## Pros:

- Encourages real-time processing of information.
- Adaptable to individual preferences and styles.

## Cons:

- Can become messy or disorganised without practice.
- May not suit students who need clear structure and guidance.

## How to Use It:

1. Write key points in your own words, highlighting important ideas.
2. Use arrows or lines to connect related concepts.
3. Add reflections, questions, or summaries as you progress.

## Charting Method

#### What It Is

- A structured approach that uses tables or grids to categorise and organise information.

#### How It Helps

- The charting method breaks down large amounts of factual content into clearly defined categories, making it easier to process and compare information.

#### Best For:

- Students who need help organising information logically.
- Those studying subjects that involve categorisation, like history or science.

#### Pros:

- Provides a clear, visual structure.
- Makes comparisons and relationships between topics easier to see.

#### Cons:

- Less useful for subjects without clear categories.
- Requires careful setup, which can be time-consuming.

#### How to Use It:

1. Create a table with headings for each category (e.g., date, event, consequence).
2. Fill in the table with concise points or bullet points under each heading.
3. Use the chart as a reference for studying or writing.

### Sketchnoting

#### What It Is

- A method combining simple sketches with text to visually represent information in a way that engages both the visual and verbal parts of the brain.

#### How It Helps

- Sketchnoting simplifies complex ideas into visual representations, making it easier for students to retain and recall information.

#### Best For:

- Students who are visual learners or enjoy drawing.
- Those who benefit from non-linear formats.

#### Pros:

- Engages creativity and visual memory.
- Makes note-taking more interactive and enjoyable.

#### Cons:

- Can be distracting for students who aren't confident with drawing.
- May require more time to create than traditional methods.

#### How to Use It:

1. Start with basic shapes and symbols to represent main ideas.
2. Connect related concepts with lines or arrows.

3. Add keywords or short phrases for context and clarity.

Teaching note-taking one-on-one allows SENCos to identify the best method for each student, tailoring the approach to their unique learning style and needs. By providing personalised support, students can build confidence and master note-taking techniques that will serve them throughout their education and beyond.