

## **Guided Notes Instructional Strategy Research:**

**Strategy:** Guided Notes

**Definition/Explanation:** Guided notes are teacher prepared handouts that outline lectures, audiovisual presentations, or readings, but could leave blank space for students to fill in key concepts, facts, and definitions. Many secondary teachers use guided notes to support students who struggle to learn academic content in taking notes during lectures.

**Providing rationale:** Guided notes could help a student overcome deficit skills as they aid student understanding of lecture information and serve as a reference material to study later. Guided notes will work for everyone in an inclusion class because it allows for active engagement during lectures. Secondly, note taking encourages clarification of information that is confusing. And effective note takers are more than likely to result in higher testing scores.

**Examples of Guided Notes:** Listed below are several different ways for an educator to teach through guided notes for multiple content areas.

- ❖ **The Charting Method:** notes are split up into columns that equal the number of topics covered. Details are written under the corresponding column.
- ❖ **The Sentence Method:** Students write sentences that need to be remembered. This method works best for the lessons that have an abundant amount of information.
- ❖ **The Outlining Method:** the relationship between subjects is represented through writing. This method is useful when topics include many details students are needing to learn.
- ❖ **The Cornell Method:** notes are split into three sections on one piece of paper. The page split is in two columns. A small column on the left is used for keywords or questions. The larger column on the right is for notes. The bottom of the page is to be used for a small paragraph for the student to write a summary of key ideas.
- ❖ **The Mapping Method:** starts with a main topic and branches out to subtopics and key details. This method is well known as the bubble map and is beneficial for students who are visual learners.
- ❖ **Skeleton Notes:** is known as a partial guide to a lecture. Students need to be focused on the information to fill in the blanks on their paper. These notes require the teacher to be prepared and, in a way, follow a script.
- ❖ **Interactive Notebooks:** is a notebook made up of graphics, lists, bullet points, maps, fill in the blanks, charts, and anything else that may be needed to take efficient and effective notes for any subject.

These are several methods guided notes can be used for teaching multiple content areas & grade levels. Guided notes have been known to assist students with their learning as they are able to refer to their notes. These methods also help the students keep organized notes and easy to follow when they are going back to their notes.

**Guided Notes population:** As found in research guided notes supports students with disabilities such as:

Attention Deficit Hyperactivity disorder (ADHD)	Other Health Impairments (OHI)
Learning Disabilities (LD)	Autism Spectrum Disorder (ASD)
Emotionally Disturbed (ED)	Cognitive Delay (CD)
Mild Intellectual Disability (MID)	

**Procedures:** How to use Guided Notes Keeping it simple for students in the classroom to teach:

1. **Prioritize:** Decide what is most important for students to understand in lecture or their reading for which they will be taking notes for. Be sure to choose which kind of notes you want the class using or if you are going to allow them to use any type of guided notes to help them.
2. **Create:** Prepare a set of notes that contains essential information from the presentation or the reading. Be sure to underline or highlight the key concepts, facts, or information that students will be responsible for writing in their final version. If you would like to replace those concepts with blanks for students to fill in.
3. **Explain:** Before handing out copies of the guided notes to the class be sure that students understand their responsibility to fill in each of the blanks with designated concepts, definitions, or other content to help the students understand what they will be seeing, hearing, or reading.
4. **Review:** Be sure to go over the notes with the class as the presentation progresses or after the lecture or reading.

When to use Guided Notes: Use guided notes at any point in the lesson to provide structure meaningful conversation and appropriate note taking across all subjects. Guided notes will help:

- ❖ Accommodate diverse learning styles.
- ❖ Keep students focused and engaged.
- ❖ Serve as a review for after the lecture.
- ❖ Assist ELL's with support in the structure/outline of the language so that they can focus on vocabulary building and concept understanding.
- ❖ Provides framework that students can review before a lecture or reading.

Guided notes are teacher prepared handouts that provide **ALL STUDENTS** with background information and standard cues with specific spaces to write key facts, concepts, or relationships during the lecture or reading. Guided notes help organize and enhance lecture content in **any subject area** such as science (skeleton notes), math (charting method), reading, & history are well known to use (interactive notebooks). Essentially any subject can use guided notes.

#### **Peer-Reviewed References:**

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