**Professional Development Ideas and Teacher Tips for the Listening & Note-Taking Strategy**

**Professional Development Ideas**

1. Have participants complete the “Guided Practice” portion of lessons 1-4 just as students would. Specifically:
* For Lesson 1 have participants practice recording and scoring the cues they hear using the practice lectures in Appendix B (see pg. 18 in manual).
* For Lesson 2, have participants abbreviate and use symbols as they practice recording and scoring key words (see pg. 24-25 in manual).
* For Lesson 3, have participants practice combining all the skills learned in NOTeS by recording a complete set of notes for the “Humor” lecture (see pgs. 32-33 in manual). Have participants score their practice by counting the number of main ideas and details recorded (note that one complete thought is a detail here; see Appendix B for answer key). *The humor notes written in Lesson 3 will be used for practicing all of the GRADE skills in Lesson 4 so it is essential to complete this step.*
* For Lesson 4, have students apply each of the GRADE skills to the notes recorded in Lesson 3 (see pgs. 36-44 in manual).
1. Use the YouTube clips of Gwen Berry teaching the strategy to kids AFTER you have practiced the skills with participants. This allows participants to see how kids engage with the SAME practice activities. **OR**
2. Have participants read the lessons first and then view the YouTube videos to see what Guided Practice looks like for each lesson. *[Note: the YouTube videos do not make sense to participants unless you have read the content of the manual first (or learned about it in a PD session)].*
3. Use the online video lectures from Khan Academy ([www.khanacademy.org](http://www.khanacademy.org)) to practice the NOTeS and GRADE skills. This allows participants to engage with more advanced lecture content. This site contains over 3200 educational videos in math, science, finance and economics, humanities, and test preparation.
4. Ask participants to list the differences in the before-after student note examples. What specifically improved after learning the strategy?
5. Have teachers use their ipads for all guided practice activities. The ipad easily allows participants to take notes, use a t, highlight, and manipulate information.

**Tips from Teachers**

1. **GRADE your notes.** Have students “grade” their notes as a bell ringer activity. First review the steps of GRADE and give examples (see below). Next, give students 5 minutes to apply the steps to their own notes. Finally, go through each step and call on students randomly to share what they have done. Keep coming back to students who don’t share an example so the message is clear that they cannot “opt out.”

 **G**ather missing information

 **R**eread and highlight/underline/star

 **A**sk yourself questions (like your writing the test)

 **D**raw a diagram/picture (to help you better understand and remember)

 **E**ncourage yourself

 “I have used the GRADE strategy with my juniors before a quiz and they did great on their quiz.”

 *Jean Sauter, AP Psychology and Social Studies Teacher*

 *Hinckley-Finlayson High School, Hinckley, MN*

1. **Use Channel 1 news clips to practice NOTeS skills**. Require students to use the t-method and abbreviate and write key words during fast-paced Channel 1 news clips. After the short news clip, have students take turns reading the main ideas and details they recorded and write them on the board. Next, each person takes a count of the number of main ideas and details recorded and we compare results.

 *Paul Olson, Math Teacher*

 *Hinckley-Finlayson High School, Hinckley MN*

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