

Montgomery College Disability Support Services

Dear Volunteer Note Taker:

As a student you know how important it is to have good notes. **Thank you for helping a classmate with a disability by sharing your notes!**

To make this process as convenient for you as possible and as useful for the recipient as possible, please consider the following:

How to use the carbonless-copy paper:

- **By itself:** Use two sheets. If you write on the top sheet, the writing transfers to the bottom sheet. You keep the top sheet and give the bottom sheet to the student with a disability or to your teacher to pass on to the student.
- **With your own notebook:** You can use your own notebook paper. Just put two sheets of the carbonless-copy paper under your own notebook sheet. The first sheet of the carbonless-copy paper will act as the ink transfer; the second sheet will be the copy of your notes that you will give to the student. Press down firmly! When you turn to your next notebook page, you can re-use the first sheet of copy paper, but remember to add a second sheet of copy paper on top of it.
- **When you need more copy paper,** just ask your teacher or the student.

What the student hopes to see in your notes:

- On each page, please write the **Date, Course Number, and Page Number** of the notes (for example, page 1 of 4; page 2 of 4; page 3 of 4; page 4 of 4).
- **Please write legibly, preferably in pen.**
- **Please write down all assignments and due dates,** as well as anything written on the board.
- Please write down the **primary and secondary points, any key terms or concepts.** Everyone takes notes differently, but good notes do have certain aspects in common. We have found that good notes use **headings** and subheadings and follow a logical sequence. We have also found that useful notes give some **details** to flesh out the main points.