

anecdotal notes template

anecdotal notes template serves as a valuable tool for educators, caregivers, and professionals who require systematic documentation of observations. These notes provide concise, factual records of specific incidents or behaviors, enabling more effective tracking of progress, challenges, and development over time. Using an anecdotal notes template ensures consistency, clarity, and completeness, making it easier to analyze data for assessments or planning interventions. This article explores the definition, benefits, essential components, and practical tips for utilizing an anecdotal notes template effectively. Additionally, examples and customizable templates will be discussed to assist in creating tailored documentation tools suitable for various settings. Understanding how to maximize the utility of an anecdotal notes template can significantly enhance observational record-keeping practices and support informed decision-making processes.

- Understanding Anecdotal Notes
- Benefits of Using an Anecdotal Notes Template
- Key Components of an Anecdotal Notes Template
- How to Use an Anecdotal Notes Template Effectively
- Examples of Anecdotal Notes Templates
- Tips for Creating Customized Anecdotal Notes Templates

Understanding Anecdotal Notes

Anecdotal notes are brief, objective records of specific events, behaviors, or interactions observed in real time. They capture qualitative data that provide insights into an individual's development, performance, or social engagement. Unlike formal assessments or checklists, anecdotal notes focus on narrative descriptions rather than quantitative measures. These notes are commonly used in educational settings, childcare, therapy, and workplace evaluations to document meaningful moments without interruption or bias. The anecdotal notes template standardizes this documentation process, allowing for systematic and organized note-taking that can be easily reviewed and referenced.

Definition and Purpose

An anecdotal notes template is a structured framework designed to facilitate the recording of observational data in a clear and concise manner. Its primary purpose is to guide observers in capturing relevant details such as the context, behavior, and outcomes of specific incidents. This structure helps minimize subjectivity and ensures that notes are focused and useful for later analysis. Anecdotal notes serve as evidence to support assessments, guide instructional planning, or monitor progress over time.

Contexts for Use

Anecdotal notes templates are widely used across various fields. In education, teachers document student behavior, social interactions, or skill acquisition. In early childhood programs, caregivers record developmental milestones or emotional responses. Therapists may use anecdotal notes to track client progress during sessions. Additionally, managers might observe employee performance or workplace interactions. The adaptability of the anecdotal notes template makes it a versatile tool for any setting requiring systematic observation.

Benefits of Using an Anecdotal Notes Template

Implementing an anecdotal notes template offers numerous advantages that enhance the quality and effectiveness of observational documentation. It promotes consistency, accuracy, and efficiency, which are crucial for maintaining reliable records over time. This section outlines the key benefits of utilizing a structured template for anecdotal note-taking.

Improved Consistency and Objectivity

By providing predefined fields and prompts, an anecdotal notes template helps observers focus on relevant information while reducing the risk of subjective or biased reporting. This consistency supports fair evaluations and comparisons across different observations or individuals.

Time Efficiency

Having a ready-to-use template streamlines the note-taking process, enabling observers to record information quickly without omitting critical details. This efficiency is especially important in fast-paced environments such as classrooms or clinical settings.

Enhanced Data Organization and Analysis

Structured anecdotal notes are easier to organize, review, and analyze. The template format allows for quick identification of patterns, trends, or concerns, facilitating informed decision-making and targeted interventions.

Supports Communication and Collaboration

Anecdotal notes created using a standard template can be shared among educators, caregivers, therapists, or team members to provide a comprehensive understanding of an individual's progress or challenges. This shared documentation fosters collaboration and continuity of care or instruction.

Key Components of an Anecdotal Notes Template

Effective anecdotal notes templates include several essential elements designed to capture detailed and relevant information. Understanding these components ensures that notes are comprehensive and useful for their intended purpose.

Date and Time

Recording the exact date and time of the observation is fundamental. This information provides context and helps track developmental changes or behavioral patterns chronologically.

Observer Information

Identifying the person who made the observation adds credibility and accountability to the notes. This section typically includes the observer's name and role.

Context or Setting

Describing the environment or situation in which the observation occurred is critical to understanding the behavior or event. This might include location, activity, or participants involved.

Objective Description of Behavior or Event

The core of the anecdotal note is a factual, unbiased account of what was observed. This description should avoid interpretations or assumptions and focus solely on observable actions and statements.

Interpretation or Reflection (Optional)

Some templates include space for the observer to note interpretations, possible causes, or implications of the behavior. While optional, this section can provide valuable insights when used judiciously.

Follow-up or Action Plan

Including a section for recommended next steps or interventions ensures that observations lead to meaningful responses. This may involve strategies for support, further monitoring, or communication with other stakeholders.

How to Use an Anecdotal Notes Template Effectively

Maximizing the benefits of an anecdotal notes template requires proper understanding and application. This section provides practical guidance for using the template to achieve accurate and

valuable observational records.

Be Objective and Specific

Focus on recording exactly what is seen or heard without adding personal judgments or interpretations. Use clear and concise language to describe behaviors or events, avoiding ambiguous terms.

Record Observations Promptly

Write notes as soon as possible after the observation to ensure accuracy and completeness. Delayed recording can lead to forgotten details or unintentional bias.

Use Clear and Consistent Language

Employ terminology that is understandable and consistent across all notes. Avoid jargon unless it is commonly understood within the professional context.

Prioritize Relevant Information

Include details that directly relate to the purpose of the observation or the individual's goals. Avoid extraneous information that does not contribute to understanding behavior or progress.

Review and Reflect Regularly

Periodically analyze collected anecdotal notes to identify trends, strengths, or areas needing attention. Use this review to inform planning, interventions, or further observation strategies.

Examples of Anecdotal Notes Templates

Various formats of anecdotal notes templates exist to suit different needs and settings. Below are examples illustrating common structures and fields included in effective templates.

Basic Anecdotal Notes Template

- Date and Time:
- Observer Name:
- Setting/Context:

- Observed Behavior/Event:
- Additional Comments/Next Steps:

This simple template is ideal for quick observations or situations requiring minimal detail.

Detailed Anecdotal Notes Template

- Date and Time of Observation
- Observer's Name and Role
- Location and Activity
- Participants Involved
- Objective Description of Behavior or Event
- Interpretation or Reflection
- Action Plan or Follow-up Recommendations

This comprehensive template supports in-depth documentation useful for educational assessments or therapeutic settings.

Tips for Creating Customized Anecdotal Notes Templates

Customizing an anecdotal notes template allows organizations or individuals to tailor the tool to specific goals, populations, or contexts. The following tips can guide the creation of effective, personalized templates.

Identify the Purpose and Audience

Clarify the primary use of the notes and who will be reviewing them. This understanding helps determine the level of detail and types of information to include.

Incorporate Relevant Fields

Select fields that capture all necessary data without overwhelming the observer. Balance thoroughness with usability.

Use Clear Formatting

Organize the template with distinct sections and prompts to facilitate quick and accurate note-taking. Consider checkboxes, fill-in-the-blank areas, or open text fields as appropriate.

Test and Revise

Pilot the template in real observation scenarios and gather feedback from users. Make adjustments to improve clarity, completeness, and ease of use.

Ensure Accessibility

Design the template to be accessible in various formats, such as printable sheets or digital forms, to accommodate different working environments.

Frequently Asked Questions

What is an anecdotal notes template?

An anecdotal notes template is a structured format or document used by educators and professionals to record brief, descriptive observations of an individual's behavior, skills, or performance in a natural setting.

How can I use an anecdotal notes template effectively?

To use an anecdotal notes template effectively, observe the subject carefully, record specific and objective details about their actions or statements without interpretation, and use the template to organize these notes consistently for later review and assessment.

Where can I find free anecdotal notes templates?

Free anecdotal notes templates can be found on educational websites, teacher resource platforms like Teachers Pay Teachers, or through a simple search on document sharing sites such as Google Docs templates or Microsoft Office templates.

What are the benefits of using an anecdotal notes template in education?

Using an anecdotal notes template in education helps teachers systematically document student progress, identify strengths and areas for improvement, support individualized instruction, and provide evidence for parent-teacher conferences or student assessments.

Can anecdotal notes templates be customized for different age groups?

Yes, anecdotal notes templates can be customized to suit different age groups by adjusting the language, observation focus, and sections to better capture relevant behaviors and developmental milestones appropriate for the specific age or grade level.

Additional Resources

1. *The Complete Guide to Anecdotal Notes for Educators*

This book offers a comprehensive overview of how educators can effectively use anecdotal notes to track student progress. It includes practical templates and examples to help teachers document observations in a structured manner. Readers will learn how to interpret notes to improve instructional strategies and student outcomes.

2. *Anecdotal Records in Early Childhood Education*

Focused on early childhood settings, this book provides detailed guidance on creating and using anecdotal notes to support young learners. It discusses the importance of observation in child development and offers customizable templates for various classroom activities. The book also highlights ways to communicate findings with parents and colleagues.

3. *Effective Anecdotal Note-Taking: Tools and Techniques*

This resource delves into the techniques behind effective anecdotal note-taking, emphasizing clarity and objectivity. Readers will find step-by-step instructions on maintaining organized records and using templates tailored to different educational contexts. The book also explores digital tools for enhancing note-taking efficiency.

4. *Observation and Documentation: Anecdotal Notes in Practice*

Designed for educators and caregivers, this book explores the role of anecdotal notes in daily observation and documentation practices. It provides sample templates and real-life case studies to illustrate best practices. The author discusses how anecdotal notes can inform assessment and individualized learning plans.

5. *Mastering Anecdotal Notes: Templates and Strategies for Success*

This title offers a deep dive into mastering the art of anecdotal note-taking, featuring a variety of templates suited for different subjects and grade levels. It teaches strategies to ensure notes are meaningful, actionable, and aligned with educational goals. Practical tips for integrating notes into report cards and conferences are included.

6. *Using Anecdotal Notes to Enhance Classroom Assessment*

This book focuses on the intersection of anecdotal notes and formative assessment, showing how observations can guide teaching adjustments. It provides templates designed to capture specific skills and behaviors, helping educators make data-informed decisions. The book also covers ways to train staff in consistent note-taking methods.

7. *Documenting Learning Through Anecdotal Notes: A Practical Approach*

Offering a hands-on approach, this book equips teachers with tools to document student learning effectively using anecdotal notes. It includes sample templates and advice on how to analyze notes for patterns and insights. The author emphasizes the role of anecdotal records in supporting diverse

learners.

8. *Anecdotal Notes and Student Portfolios: A Perfect Pair*

This resource highlights the complementary relationship between anecdotal notes and student portfolios. It guides educators on organizing notes within portfolios to showcase growth over time. The book features templates and methods for linking observations to student work samples and reflections.

9. *Streamlining Anecdotal Note Templates for Busy Teachers*

Recognizing the time constraints educators face, this book offers streamlined, easy-to-use anecdotal note templates. It focuses on maximizing efficiency without sacrificing detail or usefulness. Readers will find tips for quick note-taking during lessons and strategies for integrating notes into broader assessment frameworks.

[Anecdotal Notes Template](#)

Anecdotal Notes Template: Unlock the Power of Storytelling for Your Business

Are you tired of bland, lifeless content that fails to connect with your audience? Do your marketing materials lack the human touch that builds trust and drives conversions? You know the power of a good story, but capturing and structuring those compelling anecdotes feels overwhelming. You're drowning in data and struggling to find the gems that resonate. It's time to transform your experiences into engaging content that grabs attention and boosts your bottom line.

This ebook, "The Anecdotal Notes Template: From Random Memories to Engaging Content," provides you with the proven framework to easily capture, organize, and transform your personal and professional anecdotes into high-performing content.

What you'll learn inside:

Introduction: Understanding the Power of Anecdotal Storytelling in Marketing & Content Creation.

Chapter 1: The Anecdotal Note-Taking System: Developing a streamlined process for capturing compelling moments.

Chapter 2: Structuring Your Anecdotes: Transforming raw memories into impactful narratives. We'll explore different narrative arcs and techniques.

Chapter 3: Adapting Anecdotes for Different Platforms: Tailoring your stories for blogs, social media, presentations, and more.

Chapter 4: Finding Your Anecdotal "Voice": Crafting a unique storytelling style that reflects your brand personality.

Chapter 5: Ethical Considerations and Authenticity: Ensuring responsible and impactful storytelling.

Conclusion: Putting it all together and building a sustainable anecdote-driven content strategy.

The Anecdotal Notes Template: From Random Memories to Engaging Content

Introduction: Understanding the Power of Anecdotal Storytelling in Marketing & Content Creation

In today's saturated digital landscape, businesses constantly seek ways to cut through the noise and connect with their target audience. While data and statistics have their place, nothing resonates quite like a compelling story. Anecdotal storytelling, the art of using personal experiences to illustrate a point, is a potent tool for boosting engagement, building trust, and driving conversions. This book provides a practical framework for leveraging the power of anecdotes in your marketing and content creation strategies. We'll move beyond simply recalling memories and delve into a structured system for transforming those experiences into impactful narratives. The key is not just having stories, but using them effectively.

Chapter 1: The Anecdotal Note-Taking System: Developing a Streamlined Process for Capturing Compelling Moments

The first step to effective anecdotal storytelling is developing a reliable system for capturing those memorable moments. Waiting until you need a story is too late; inspiration strikes unexpectedly. This chapter introduces a three-stage note-taking system designed for maximum efficiency:

1. The "Quick Capture" Phase: Keep a readily accessible notebook (physical or digital) dedicated to jotting down potential anecdote ideas. These notes don't need to be polished; they're simply triggers for memory. Include:

Keyword/Trigger: One or two words to remind you of the story (e.g., "Lost Luggage," "Angry Customer").

Brief Summary: A one-sentence summary of the main event.

Emotional Impact: Note the feeling associated with the story (e.g., frustration, joy, relief).

Potential Use: A brief note on where the anecdote might be used (e.g., blog post, social media, presentation).

2. The "Elaboration" Phase: Periodically review your quick capture notes. Expand on the promising ones, adding details, dialogue, and sensory information. This fleshes out the narrative, making it richer and more engaging. Consider:

Characters: Who was involved? What were their roles?

Setting: Where did the event take place? Describe the environment.

Plot: What happened? What was the conflict or challenge? How was it resolved?

Dialogue: Include realistic conversations where appropriate. This adds authenticity and personality.

3. The "Categorization" Phase: Organize your elaborated anecdotes by theme or topic. This makes them easily accessible when you're crafting content. Consider using a spreadsheet or digital filing system for easy retrieval. You might categorize by:

Product/Service: Anecdotes showcasing the benefits of your offerings.

Customer Success: Stories highlighting positive customer experiences.

Company Culture: Stories reflecting your company values and ethos.

Industry Trends: Stories illustrating relevant industry challenges or solutions.

This structured approach prevents your valuable anecdotes from getting lost and allows for efficient retrieval when creating content.

Chapter 2: Structuring Your Anecdotes: Transforming Raw Memories into Impactful Narratives

Raw memories, however vivid, need shaping to become effective narratives. This chapter explores different narrative structures and techniques to maximize impact:

Classic Narrative Arc: This structure involves a clear beginning, rising action, climax, falling action, and resolution. While suitable for longer anecdotes, it can be adapted for shorter versions by emphasizing key plot points.

Problem/Solution Structure: Ideal for showcasing your product or service, this structure focuses on a problem, your solution, and the positive outcome.

The "Before & After" Structure: Effective for demonstrating transformation or improvement, this structure contrasts the situation before and after the intervention (your product or service).

The "Unexpected Twist" Structure: Adding an unexpected element keeps the audience engaged. This can be a surprising turn of events, an unexpected revelation, or a humorous twist.

Key Techniques:

Show, Don't Tell: Use vivid descriptions and sensory details to engage the reader's senses.

Dialogue: Realistic dialogue brings characters to life and adds authenticity.

Emotional Connection: Evoke emotions in your audience by focusing on feelings and relatable experiences.

Concise Language: Avoid unnecessary details; focus on the core message.

Strong Conclusion: Leave a lasting impression with a clear takeaway or call to action.

By consciously employing these structures and techniques, you transform raw memories into captivating narratives.

Chapter 3: Adapting Anecdotes for Different Platforms: Tailoring Your Stories for Blogs, Social Media, Presentations, and More

The same anecdote can be adapted for different platforms, provided you understand the nuances of each. This chapter explores how to tailor your stories for various mediums:

Blog Posts: Longer-form anecdotes work well in blog posts. Use headings, subheadings, and visuals to break up the text and enhance readability. Include a strong call to action.

Social Media: Keep it concise and engaging. Use relevant hashtags and visuals to maximize reach. Consider using shorter, punchier anecdotes on platforms like Twitter or Instagram.

Presentations: Adapt your anecdotes to fit the overall theme and time constraints. Use visuals to support your story and maintain audience engagement.

Email Marketing: Use anecdotes in email subject lines or body text to personalize your message and build rapport.

Website Copy: Integrate short, relevant anecdotes into your website copy to humanize your brand and demonstrate value.

The key is to tailor the length, style, and tone of your anecdote to suit the specific platform and audience.

Chapter 4: Finding Your Anecdotal "Voice": Crafting a Unique Storytelling Style That Reflects Your Brand Personality

Every brand has a unique personality, and your anecdotal storytelling should reflect that. This chapter focuses on developing a consistent style that resonates with your target audience. Consider:

Tone: Is your brand formal or informal? Humorous or serious? Your tone should be consistent with your brand identity.

Style: Do you prefer a straightforward, journalistic approach or a more creative, evocative style?

Voice: Whose voice are you using? First-person narratives add authenticity, but third-person can offer more objectivity.

Branding: Align your storytelling style with your overall brand messaging and values.

Develop a style guide for your anecdotes to maintain consistency across platforms.

Chapter 5: Ethical Considerations and Authenticity: Ensuring Responsible and Impactful Storytelling

While anecdotal storytelling is powerful, it's crucial to maintain ethical standards and authenticity. This chapter covers key considerations:

Accuracy: Ensure the facts are accurate and truthful. Avoid embellishing or distorting events.

Privacy: Respect the privacy of individuals involved in your stories. Obtain consent if necessary.

Transparency: Be upfront about your intentions. If you're using anecdotes to sell a product, make that clear.

Objectivity: Avoid bias or manipulation. Present your stories fairly and honestly.

Attribution: Give credit where credit is due. If you're sharing someone else's story, get their permission.

Ethical storytelling builds trust and strengthens your brand reputation.

Conclusion: Putting It All Together and Building a Sustainable Anecdote-Driven Content Strategy

By implementing the strategies outlined in this book, you can transform your experiences into high-performing content that connects with your audience and drives results. Remember that consistent effort is key. Develop a regular practice of capturing and organizing your anecdotes. Experiment with different narrative structures and platforms to discover what works best for your brand. Anecdotal storytelling is a powerful tool, but its effectiveness depends on your commitment to crafting authentic, engaging narratives.

FAQs

1. What if I don't have many interesting stories? Start by brainstorming. Think about your daily experiences, both professional and personal. Even seemingly mundane events can contain the seeds of a good story.
2. How can I make my anecdotes more engaging? Focus on sensory details, vivid descriptions, and emotional impact. Use dialogue and unexpected twists to keep the audience hooked.
3. How long should my anecdotes be? The ideal length depends on the platform. Social media anecdotes should be concise, while blog posts can be longer.

4. How can I ensure my anecdotes are relevant to my audience? Consider your target audience's interests, values, and challenges. Craft stories that resonate with their experiences.
5. What if I'm worried about sharing personal stories? Start with less personal anecdotes and gradually increase the level of personal disclosure as you feel more comfortable.
6. How can I use anecdotes to promote my products or services? Focus on showcasing how your product or service has helped others. Highlight positive customer experiences.
7. How often should I use anecdotes in my content? A good rule of thumb is to mix anecdotes with other types of content to maintain variety and balance.
8. How do I know if my anecdotes are effective? Track your metrics! See how your content performs when you incorporate anecdotes compared to when you don't.
9. Can I use other people's stories in my content? Always obtain permission before sharing someone else's story. Proper attribution is essential.

Related Articles

1. The Power of Storytelling in Marketing: Explores the overall impact of storytelling in marketing strategies.
2. Building Trust Through Authentic Storytelling: Focuses on the role of authenticity in building audience trust.
3. Creating Compelling Narratives for Social Media: Provides tips for crafting engaging anecdotes for social media platforms.
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7. Overcoming Writer's Block: Finding Inspiration for Your Stories: Offers strategies to overcome creative blocks in storytelling.
8. How to Structure a Compelling Business Case Study: Explores case study structures, which often utilize anecdotes.
9. Measuring the ROI of Storytelling in Your Marketing Efforts: Outlines methods for assessing the effectiveness of storytelling in marketing campaigns.

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require. Find out more about the Fountas & Pinnell LLI System at www.pearson.com.au/primary/LLI

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anecdotal notes template: Learning Stories Margaret Carr, Wendy Lee, 2012-03-19 Margaret Carr's seminal work on Learning Stories was first published by SAGE in 2001, and this widely acclaimed approach to assessment has since gained a huge international following. In this new full-colour book, the authors outline the philosophy behind Learning Stories and refer to the latest findings from the research projects they have led with teachers on learning dispositions and learning power, to argue that Learning Stories can construct learner identities in early childhood settings and schools. By making the connection between sociocultural approaches to pedagogy and assessment, and narrative inquiry, this book contextualizes Learning Stories as a philosophical approach to education, learning and pedagogy. Chapters explore how Learning Stories: - help make connections with families - support the inclusion of children and family voices - tell us stories about babies - allow children to dictate their own stories - can be used to revisit children's learning

journeys - can contribute to teaching and learning wisdom This ground-breaking book expands on the concept of Learning Stories and includes examples from practice in both New Zealand and the UK. It outlines the philosophy behind this pedagogical tool for documenting how learning identities are constructed and shows, through research evidence, why the early years is such a critical time in the formation of learning dispositions. Margaret Carr is a Professor of Education at the University of Waikato, New Zealand. Wendy Lee is Director of the Educational Leadership Project, New Zealand.

anecdotal notes template: Hands-On Social Studies for Ontario, Grade 6 Jennifer Lawson, 2021-06-30 Filled with a year's worth of classroom-tested activities, this resource conveniently includes everything both teachers and students need. The grade 6 book is divided into two units: Communities in Canada, Past and Present Canada's Interactions with the Global Community STAND-OUT FEATURES focuses on the goals of the Ontario Social Studies curriculum adheres to the Growing Success document for assessment, evaluating, and reporting in Ontario schools builds understanding of Indigenous knowledge and perspectives TIME-SAVING, COST-EFFECTIVE FEATURES includes the five components of the inquiry model opportunities for self-reflection and activating prior knowledge authentic assessment for, as, and of learning social studies thinking concepts, guided inquiry questions, and learning goals support for developing historical thinking skills access to digital image banks and digital reproducibles (Find download instructions in the Appendix of the book)

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anecdotal notes template: Improving Teaching and Learning through Experiential Learning Betty McDonald, 2019-12-04 Who doesn't want to improve teaching and learning? A lot of people continue to ask searching questions like: Will I ever use this in real life? Why waste time learning all this stuff? Such questions are never-ending. This book provides answers to these and

many other queries. Repeatedly, we hear sayings like, 'No pain, no gain'; 'You'll know it when you feel it'; 'You have to experience it to know about it'; 'Experience teaches!'; and 'Experience is the best teacher!' Such commonly heard adages appear to underscore the importance of experiential learning. Underpinning these aphorisms is the common theme that learning is most effective through experience. This book provides the reader with the tools needed to make better use of experiences to improve teaching and learning. It is divided into several parts to facilitate easy understanding. Operating under the Creative Commons Copyright license, the text is intentionally interspaced with relevant shareware graphics (exhibits) from the public domain. Such exhibits are selected to serve as stimulants for innovation, engagement and personal pleasure.

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with students who have ADHD (Attention-Deficit Hyperactivity Disorder)? There is likely to be at least one student in any mainstream class with ADHD, an evolving concept that affects pupils' learning, concentration, behaviour and social relationships. In order to offer effective support and maximize the learning potential of all students in your classroom you will need to understand the different needs of all children, but perhaps especially those with ADHD. With sections covering the background to ADHD, the school setting and the wider context of home life, this complete resource ensures excellent practice for working with students with ADHD. It provides: - examples of successful tried-and-tested strategies - activities to use with children - checklists - information on referral pathways - advice on working with parents - case studies to facilitate discussion A substantial bank of electronic resource materials is available from the SAGE website to use with the book, including PowerPoint presentations and a range of photocopiable sheets. Packed with the most up-to-date information and rooted in real-life examples from the author's own experiences and research, this is the complete resource you need to help you work successfully with students who have ADHD. Every class teacher, SENCO and teaching assistant in a primary or secondary school will find this an invaluable and supportive guide. Linda Wheeler is an independent education consultant and researcher, having been for many years a teacher in both mainstream and special schools. She is currently a part-time Lecturer at the University of Worcester.

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