

Specialist Teaching Service

Alternatives to Written Recording

All children are required to produce evidence of their work; this is often achieved by writing using a pen or pencil. For some learners their development of fine motor skills can be delayed or impaired which will impact on their ability to record using writing.

Strategies to help improve recording skills

Children with physical disabilities can sometimes find it tricky to collect evidence through written recording due to difficulties with fine motor control.

Adults can support children by:

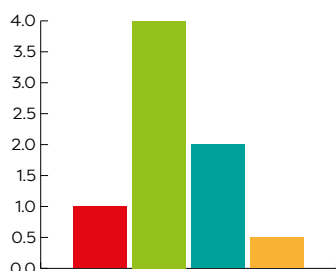
- ▶ Providing alternatives to written recording (see Activities)
- ▶ Considering whether a scribe would be helpful
- ▶ Using a computer with supportive software, e.g. Clicker

Activities to improve recording skills

'Annotation spaces' or 'Speech bubbles' can be added to a handout, which will enable the youngster to limit their written work but still provide a valuable resource for a permanent reminder.

'Audio Recordings' can be used as permanent evidence or an oral presentation. In order to produce a formal recording session it would be helpful to have time to prepare and rehearse.

'Bar Charts' are often used to show data, e.g. number of people watching TV. A Bar Chart can be displayed vertically or horizontally. A 'Histogram' is similar to a bar chart, but has all the bars drawn next to each other.



'Bullet Points'

A mixture of bullet points and short phrases put under headings are extremely useful because:

- ▶ They are short and to the point
- ▶ They are easily recognised
- ▶ They separate facts out in memorable chunks

'Carroll Diagrams' allow learners to look at sorting objects or numbers - basing their decisions on properties, e.g. food I like, food I don't like.

'Cartoons' can be used as a pictorial representation of an idea / story.

www.drawingnow.com/how-to-draw-cartoons.html

'Charts' are a visual way of representing information

Music Charts
- The number 1 selling record is at the top of the list.

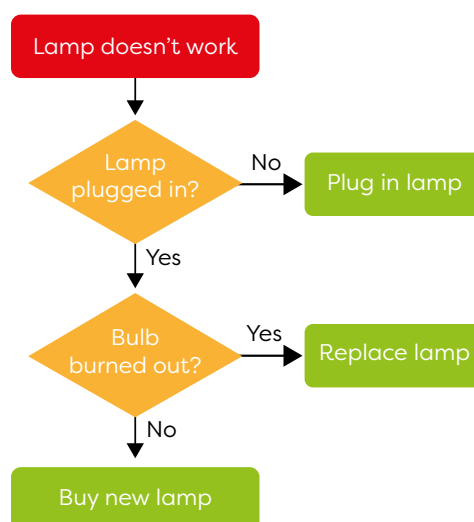
Football League tables - are displayed with the highest points at the top, lowest at the bottom.

'Collage' can be constructed using acquired photos, i.e. pictures from a catalogue, leaflet, newspaper, magazine, photocopy from a text book or download from the internet.

'Drawings' for some students are sometimes easier to produce than extensive writing, e.g. a wanted poster.

'Cloze text' is an exercise in which you have to fill in gaps with an appropriate word, e.g. Sunday is the day after _____. Sometimes a list of alternative is provided, e.g. Tuesday, Friday, Saturday.

'Flow Charts' can be presented as a template with blanks that the learners can fill in with appropriate words.



'Grids' provide a set of blank boxes in which students can organise information. Headings will help direct the learner to fill in the blanks.

	Heading 1	Heading 2
Item 1		
Item 2		

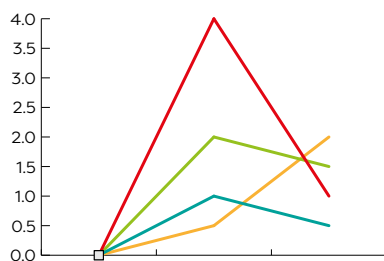
'Grids to review learning' encourage the learner to write one or two key words or a phrase in a box.

'Highlighting' key words within a sentence is a useful tool and will act as a reminder of the important issues / words.

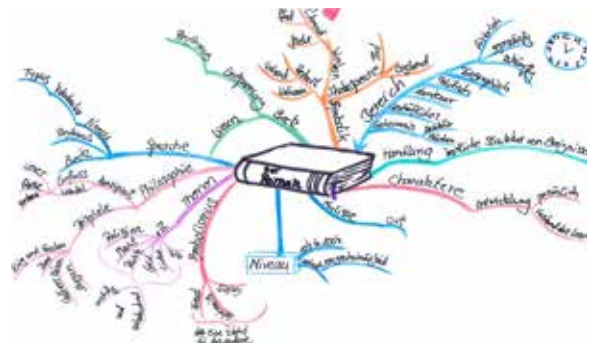
'Images' can capture an event and act as a permanent reminder, e.g. digital camera photographs, video recording.

'Labelling' requires the youngster to apply the correct label / name to a diagram or picture.

'Line Graphs' show a relationship between two variables - how one thing varies by comparison to another, e.g. a distance-time graph. A line graph is a diagram that shows a line joining several points, or a line that shows the best possible fit.



'Mind Mapping' Mind Maps® can be used for a wide variety of activities that involve thinking, learning and communication in school and at home. Mind maps are brainstorming diagrams based on a central idea or image, typically used to aid in organisation, problem solving and decision making. Mind maps use a non-linear graphical form that allows the user to build an intuitive framework around the central idea.



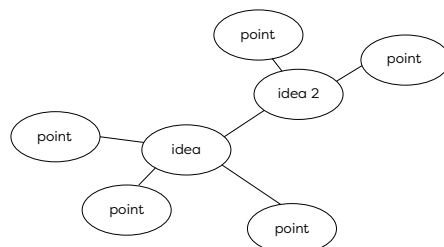
'Paired Recording' involves the child jointly working with a fluent writer.

'Photographs' can provide a permanent evidence / reminder of the child undertaking an activity. Photos can also be used for sequencing activities.

'Sequencing' requires key information or words to be printed on paper, which is cut into separate pieces / words. The youngster then re-arranges the words in the correct sequence - the sentence can be glued onto paper to keep.

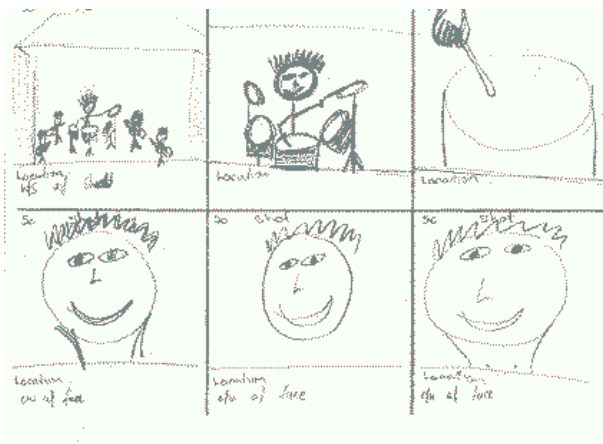
'Scribing' the child can dictate to an adult. The youngster may use this method in an exam situation, so it is useful to practice this during lessons.

'Spider Diagram' Spider diagrams are useful because they allow you to think about the main idea that the topic is exploring and then how the ideas are seen to be present in many parts of the topic.



‘Spoken words’ can be recorded using an audio tape cassette, e.g. a question and answer sessions could be taped. Youngsters can deliver an oral presentation or take part in a role play activity.

‘Story Boards’ encourage the recorder to draw sketches in set boxes – it is rather like an action strip and helps the youngster to organise and focus their story / recording.

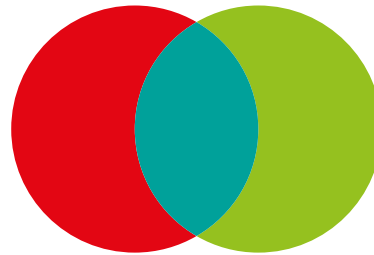


A linear ‘Timeline’ is an actual picture of events that happened in history, i.e. over a period of time.

2000 _____
 2001 _____
 2002 _____
 2003 _____
 2004 _____
 2005 _____
 2006 _____
 2007 _____

‘Trees’ are similar to spider diagrams - the core or central word is written on the tree trunk, with related words on the branches.

‘Venn Diagrams’ represent anything that can be placed into sets and show how they interact, i.e. within the overlapping circles.

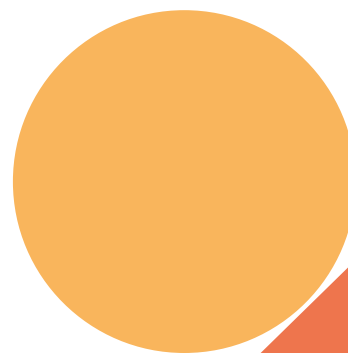
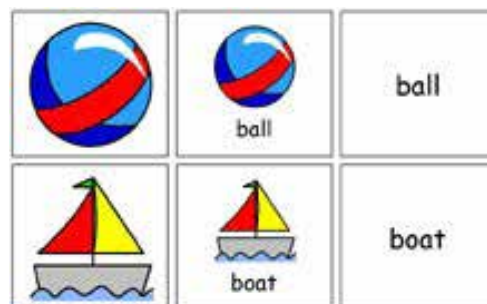


‘Video recording’ is a way of keeping a record of the child engaging in an activity.

‘Writing Frames’ are an extension of the close procedure and can be used to provide a structure for writing, e.g. To begin with... next... then... after that... finally... now...

‘Writing prompts / sentence stems’ are a useful way of getting the youngster to think about what they want to record e.g. ‘I like it when...’ ‘I think that we will...’ ‘I hope that...’

‘Word cards or tiles’ can be used to make a sentence.



Further information

Try encouraging youngsters to show their learning in different ways:

Get Noisy...

- ▶ Create an acrostic - a poem in which special letters spell another word, e.g. Cat, Dog
 - C**urling up in **D**angerous
 - A** **O**r
 - T**ight ball. **G**rumpy.
- ▶ Give a 30 second news report.
- ▶ Make up a mnemonic (memory aid). Mnemonics are often verbal, something such as a very short poem or a special word used to help a person remember something, particularly lists, e.g.
 - ▶ BECAUSE - Big Elephants Can Always Understand Small Elephants
 - ▶ RHYTHM - Rhythm Helps Your Two Hips Move
- ▶ Try to teach someone else - to teach is to learn twice.
- ▶ Write a jingle, song or rap to summarise learning.

Get Physical ...

- ▶ Do something physical with the information or whilst working on it - pace the room repeating new information out loud.
- ▶ Draw charts or diagrams, place removable labels over key words, memorise what is under the label.
- ▶ Write key words or ideas on strips of paper - muddle then reform.
- ▶ Tap a rhythm as you chant information.

ICT can provide additional ways to support recording:

Clicker is a talking word processor; Clicker grids give students instant access to words, pictures and sounds. Text from the grid is entered into Clicker Writer with a simple mouse click. Available from www.inclusive.co.uk.

Cloze Pro Activities are easy to set up - e.g. copy and paste the text into ClozePro and then take out every seventh word, or specify the number of words to remove. Available from www.inclusive.co.uk

Co:Writer is a writing assistant with word prediction that helps struggling students build and write complete and correct sentences. It reduces the number of keystrokes needed to produce a word or sentence, so students aren't frustrated by writing. Available from www.donjohnston.co.uk

Penfriend XL is predictive text software, with the facility for screen reading with text magnification, word prediction and on-screen keyboard. Available from www.inclusive.co.uk

Dictation Machine, e.g. Sony ICDPX312 available from www.argos.co.uk spoken language is converted to text on a Computer via a USB cable.

Kidspiration (Mind mapping) is an emergent reading, writing and visual learning tool for youngsters (4 - 7 years). Inspiration is suitable for older learners. Available from www.inclusive.co.uk

Power Point Presentations - youngsters can make a presentation which includes digital camera photos, text, recorded sounds, etc.

Speech Activated Software, e.g. Dragon Naturally Speaking 12 from www.inclusive.co.uk allows the users to use their voice to dictate and edit words in Microsoft® Word.

Tablet PC's offer an alternative to a laptop or notebook - having a touchscreen or pen-enabled interface. Most Tablets use Microsoft office. Combined with Word and an On screen keyboard, the touch screen provides an alternative to using a keyboard - making it easier to record information or word process.

Writing with symbols is a word processor that automatically illustrates the words as you type, helping writers see the meaning of words. It can help to explain the differences between words that look the same (saw saw, spell spell) and words that sound the same (hair hare, pear pair). www.widgit.com

An On Screen Keyboard is available in Microsoft® Word

'Start' → 'All Programs' → 'Accessories' → 'Accessibility



Alternatives to Writing

Use the adult
to act as scribe

Use word-banks

- ▶ add symbols
- ▶ add magnetic tape

Use multiple choice
✓ x

Use different writing tools

- ▶ pencils
- ▶ ball points
- ▶ felt pens
- ▶ ink
- ▶ chalk

Use tactile material

- ▶ dough
- ▶ string
- ▶ wool
- ▶ glue/glitter
- ▶ stencilling
- ▶ white board

Use sequence activities

Match drawing to text and visa-versa
Cut and stick picture or written sequence
Sequence photos

Use a writing frame

- ▶ With clear start/middle and finish point

Use drawing

Cartoon	Pupil Draw	Staff Draw
Non-Cartoon		

Use ICT

Computer	tape recorder
Explore:	video
▶ font	dicataphone
▶ colour	

For more information, please contact the
Specialist Teaching Service
on **0116 305 9400**
or email sts@leics.gov.uk

