



Worksheet #2: “Lecture Summarizers and Note-Takers” All Parts ~ S2E4

Overview

This worksheet will help you use AI tools to summarize lectures, organize notes, and highlight key points. By following the steps below, you’ll learn how to take comprehensive notes and create summaries that make studying easier.

Part 1: Gathering Course Materials

1. Collect Your Notes and Slides

- Gather any notes you’ve taken during the lecture and save them in one place (digital or on paper).
- If there are Google Slides or presentation materials provided by your teacher, download them or make a copy.

2. Checklist of Contents

- Review the contents of your notes and slides. Use this checklist to ensure you have everything you need for summarizing:
 - Main topics covered
 - Key terms or vocabulary
 - Important dates, figures, or events
 - Any questions raised or discussed



- **Checklist:**
 - Main Topics
 - Key Terms
 - Important Dates/Events
 - Discussion Questions

3. Reflection Question

- Why is it helpful to gather all your materials before starting to summarize?

Part 2: Using AI Tools for Summarizing

1. Choosing a Summarizing Tool

- Select an AI tool to help you summarize your lecture notes. Popular options include tools like Otter.ai, ChatGPT, or Microsoft OneNote's summary features.
- **Chosen Tool:** _____

2. Inputting Information

- Upload or paste your notes and slides into the AI tool.
- Run the tool to generate a summary of the main points, or ask the AI to highlight key concepts.



3. Reflection Question

- Did the AI highlight information that you missed or hadn't thought was important?

Part 3: Reviewing and Refining the Summary

1. Edit for Accuracy

- Read through the AI-generated summary. Check that all key information from your checklist is included.
- If anything important is missing, add it manually to your summary.

2. Condense and Clarify

- Shorten the summary to focus on the main ideas. Remove any repeated points or filler information.
- Organize the summary into sections if it's a longer lecture (e.g., by topics or concepts).

3. Reflection Questions

- How does this summary compare to your original notes?
- Which parts of the summary are most helpful for studying?



Part 4: Using Your Summary to Study

1. Highlight Key Points

- Go through your refined summary and highlight the most important facts, terms, or ideas that you need to remember.

2. Create Practice Questions

- From your summary, create a few questions that cover the main points. This can help reinforce your memory and understanding.
- **Sample Questions:**
 - Question 1: _____
 - Question 2: _____
 - Question 3: _____

3. Reflection

- How did summarizing and refining the notes make studying easier?
- What would you do differently next time to improve your note-taking or summarizing?



Teacher notes:

This worksheet guides students step-by-step through the process of using AI summarizers and note-takers effectively. It reinforces key points and encourages reflection to improve their study habits.