Worksheet #2: "Lecture Summarizers and Note-Takers" Part 1 ~ 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**

   o Gather any notes you've taken during the lecture and save them in one place (digital or on paper).

   o If there are Google Slides or presentation materials provided by your teacher, download them or make a copy.

2. **Checklist of Contents**

   o 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

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

3. **Reflection Question**
   - o Why is it helpful to gather all your materials before starting to summarize?