



Worksheet #2: “Lecture Summarizers and Note-Takers” Part 2 ~ 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 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?