



## **Worksheet #2: “Lecture Summarizers and Note-Takers” Part 3 ~ 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 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?