



Study strategies using **Sonocent Audio Notetaker** and the **Sonocent Link app**



## Study smarter, not harder

### The benefits of quality note taking

Taking the leap to university or college is often daunting for students. Away from guided learning at secondary school, we're faced with a deluge of information that we need to **capture, annotate, review and engage** with.

That's where notes can help. They're a way of making a record we can depend on later, whether that's to write an essay, give a presentation or prepare for exams.

**However, our note taking skills are often ineffective.**

In lectures and seminars, you'll find students scribbling frantically to take note of every little detail - just in case there's a pearl of wisdom buried in the babble.



## Good note taking helps students to:

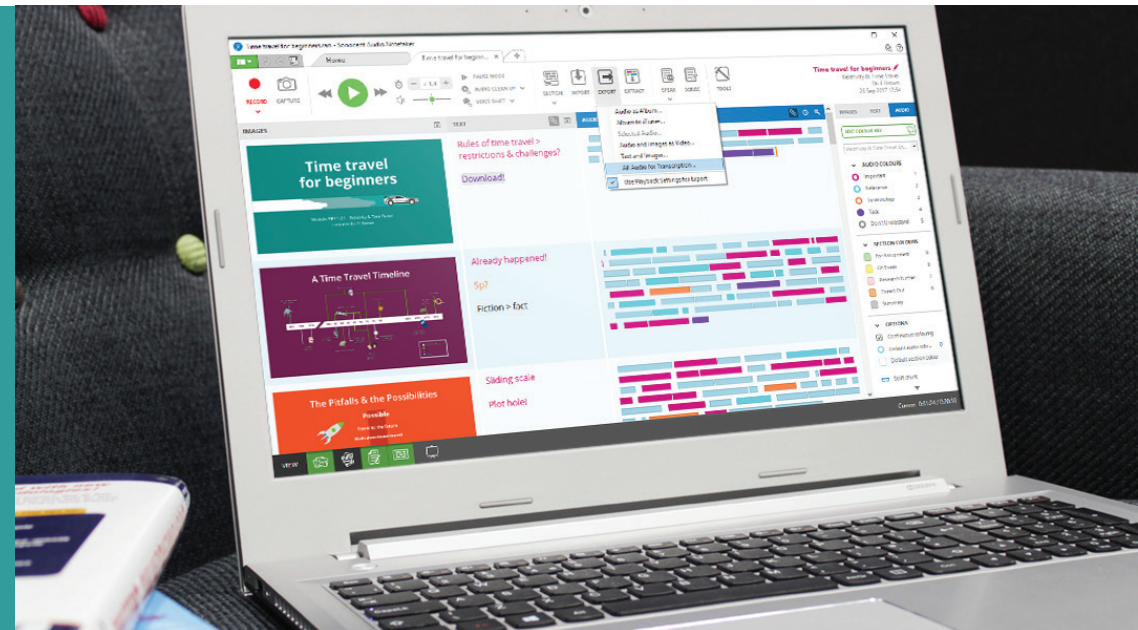
- ✓ *Capture all the important information, simply and efficiently*
- ✓ *Annotate effectively, bringing all the information together in one place*
- ✓ *Review and reflect on key moments and ideas*
- ✓ *Engage with intensive course content without feeling time-pressured*
- ✓ *Become more organized, better prepared and confident in their work.*

## That's why we came up with the idea for **Sonocent Audio Notetaker**.

The software **captures everything effortlessly**, so you can just highlight keywords and focus on engaging and participating.

Afterwards, **listen back to meaningful moments**, critically analyze and create useful resources for everything from written work to research and exam preparation.

**That way, effective note taking lets students take control of their studies.**



## What are the **stumbling blocks** for students when they're note taking and studying with notes?

### Paul, 18

*Dyslexia*

- BSc Computer Science & Mathematics, Year 1
- Course Delivery: Lectures, tutorials, practical sessions and project-based group work
- Assessment: Written work, practical exams and lab-based coursework

#### Stumbling blocks

- Multi-tasking (writing and analysing)
- Writing at speed
- Active listening

### Sally, 20

*Anxiety & Depression*

- BA (Hons) Developmental Economics, Year 3
- Course Delivery: Lectures, seminars, workshops, debates and self-directed reading
- Assessment: Essays, group case study assignments, oral presentations and written exams

#### Stumbling blocks

- Overwhelmed by information
- Missing detail
- Expressing own ideas

### Aisha, 27

*Physical Disability*

- BSc (Hons) Adult Nursing, Year 2
- Course Delivery: Lectures, skills sessions, tutorials, guided study and placements
- Assessment: Essays, exams, placement reports, presentation and clinical skills assessments

#### Stumbling blocks

- Lack of motivation
- Presentation anxiety
- Reviewing and consolidating knowledge

### Sanjay, 19

*ADHD*

- BTEC Level 2 Diploma in Media Production, Year 1
- Course Delivery: Lectures, workshops, lab work and practical sessions, webinars
- Assessment: Written assignments, multimedia presentations, a short film assignment and a visual set diary

#### Stumbling blocks

- Keeping on top of deadlines
- Attention to detail
- Following the thread of a lecture



### Shaky Foundations

*In our recent survey, 74% of students found it hard to take good notes to help them study.*

Typically, that means that they're less likely to engage with their course and reach their full potential.

# Solutions with Sonocent

## Sanjay

*"I have a short attention span, so it can be hard to concentrate in lectures and take note of key information for deadlines. I often lose marks for late submission or because I haven't proofread my work."*



*"I don't concentrate fully on what my lecturer is saying. If I lose the thread of their argument, I get confused and often give up listening."*

*"I'm very disorganized and have missed quite a few deadlines. My course-mates and lecturers think I'm unreliable, which upsets me."*

Use the **Sonocent Link companion app** to record, highlight and annotate audio live in class. The simple actions and uncluttered interface help you focus on what you are hearing.

Create a **custom Color Key** which includes a specific color for marking up deadlines.

## Paul

*"I find it hard to follow what my lecturer is saying and take written notes in lectures and practicals. Managing my studies while staying on top of everything is really challenging."*



*"I struggle to focus on study tasks without a clear process to follow."*

*"I get easily distracted by background noises when I'm trying to listen to long discussions."*

With Sonocent you can **follow a structured note taking model** such as Cornell to condense notes and embed understanding.

Use Sonocent's **Audio Clean-Up tools** within Audio Notetaker to suppress ambient noise and improve clarity of your recordings. You can then focus entirely on the detail when you listen back.

## Sally

*"I really struggle to take good notes. I just can't write quickly enough to keep up with my lecturers, and I forget what they've said when it comes to writing essays."*



*"I often feel overwhelmed with information in lectures and find I drift off midway through."*

*"I struggle to express my ideas in writing, and my written work is often poorly structured and full of mistakes."*

Use Audio Notetaker for Windows and Mac to prepare for lectures in advance: importing slides and creating a **custom Color Key** will help you keep track and stay engaged.

Vocalize your ideas in Audio Notetaker, then extract to a dedicated essay prep file to restructure before transcribing to text. You can then use the **Speak function** to pinpoint mistakes.

## Aisha

*"I need to write lots of notes this year, but I am often too tired and struggle to concentrate as I'm juggling too many things. I'm worried that if I can't take good notes my final essay will be impossible to write."*



*"I lose motivation easily. If I can't find the information I need quickly, I give up altogether."*

*"Presentations in front of class trigger my feelings of anxiety."*

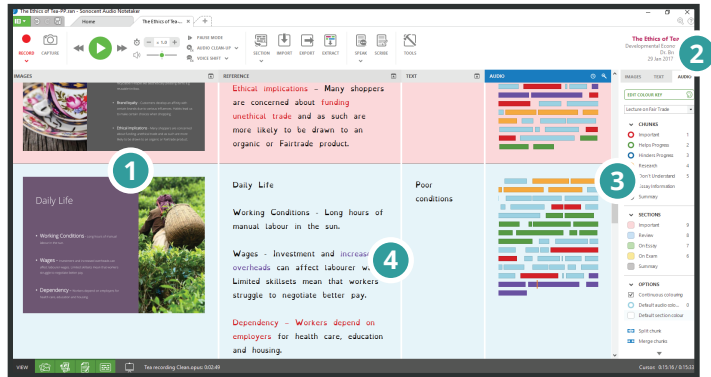
With Sonocent software it's easy to create a **library of color highlighted audio study resources**, organized by topic and searchable by color code.

Reduce anxiety by preparing and practising your presentations with Sonocent Audio Notetaker, using the **Presentation Capture tool**.

# Study Strategies with Sonocent

## Lecture preparation and note taking

If like Sally your students feel overwhelmed in lectures and classes, then they can use Sonocent Audio Notetaker to prepare in advance then stay engaged throughout.



### 1 Import lecture slides

Auditory learning isn't Sally's strength, so importing slides before the lecture gives her a chance to process new information and identify questions. During the lecture itself, the slides serve as visual signposts to a topic, helping Sally to stay focused and organized. Sally can even extract the text into the software's **Reference Pane**.

### 2 Use handy tags

Adding **Tags** to Projects helps Sally identify the key points from a lecture and how they relate to the course as a whole. It's then easy to retrieve and review notes afterwards to find relevant details for assignments and exam prep.

### 3 Create custom Color Key

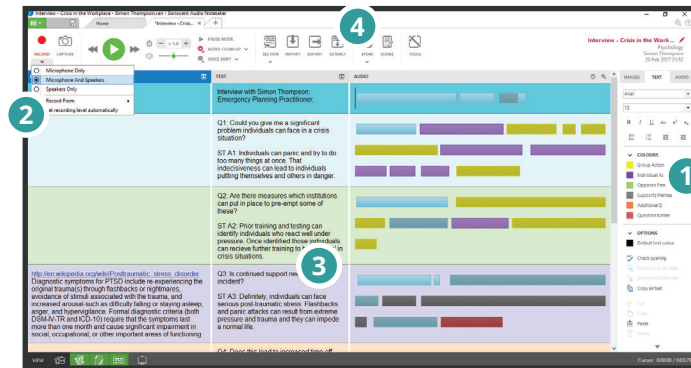
Sally reviews the slides in advance so she can pinpoint themes and create a custom **Color Key** for highlighting audio. This is a great way of adding course-specific meaning to a Project. For example, Sally creates individual colors for opposing arguments that will form the basis of her comparative essay.

### 4 Record and highlight live in class

Once in the lecture, Sally simply presses **Record** to capture everything the lecturer is saying. She can then **sync audio to her typed notes**, highlight key points with custom colors, and add keywords and short reflections.

## Completing research

For Sanjay's media project he has to undertake independent research using a number of primary interviews. Reviewing audio from a digital recorder is often too time-consuming, but with Sonocent software you can capture, organize and transcribe audio recordings easily.



### 1 Create a template and Color Key

To start off, Sanjay creates an interview template Project. He adds **Sections** for each question and a custom **Color Key** to highlight themes throughout the interview. This means it's much easier to sort data.

### 2 Select a recording option

During face-to-face interviews, Sanjay uses Audio Notetaker discreetly with the Sonocent Link app on a mobile phone. There's also the flexibility to conduct remote interviews over Skype by selecting **Record from Microphone & Speakers** on his laptop.

### 3 Listen back and transcribe responses

Sanjay uses the **Pause Mode** playback option to review responses a phrase at a time. He can then reduce background noise with the **Clear Lecture™** audio-enhancement suite to improve clarity.

### 4 Append and analyse

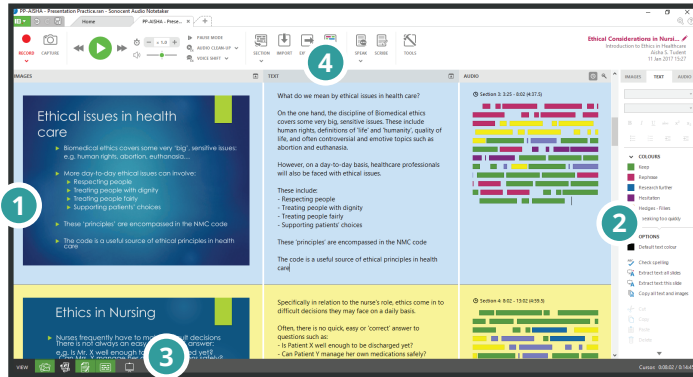
Once all the interviews are complete, Sanjay collates everything into a single Project with the **Append** function and groups answers together using **Extract**. It's so much easier to complete his comparative analysis by reviewing the color-coded sections across all the interviews.



# Study Strategies with Sonocent

## Presentation practise

To help improve confidence in presentation preparation, Aisha can import her PowerPoint slides into Sonocent Audio Notetaker and use the **Presentation Capture** tool to hone her content and delivery.



### 1 Create a multimedia workspace

Aisha is more comfortable delivering presentations with written notes, so she **Imports** her PowerPoint slides, extracts all text, and then types up a full script in the **Text Pane**. She records a practise run and can spot recurring disfluencies - those pesky ums and ahs - with the visual Audio Chunks.

### 2 Practise and refine using a Color Key

Aisha highlights audio chunks and sections that she's either happy with or thinks need further review. As Aisha is very self-critical, this approach helps her to remain objective and keep track of her progress.

### 3 Perfect with Presentation Capture

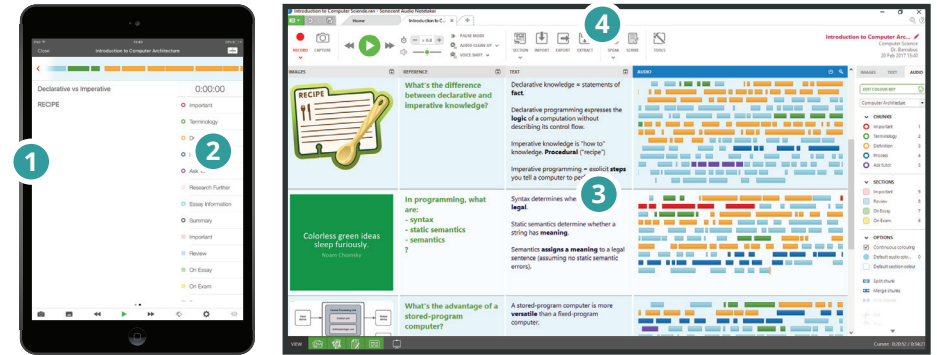
Once Aisha moves off-script, she uses the **Presentation Capture** tool to run through slides in **Fullscreen mode**. The audio and slides will be captured in a new Project, which can be reviewed again using the custom Color Key. Aisha also practises keeping to time with the **Display Timecode** button.

### 4 Export as a video file

Finally, Aisha uses the **Export Audio and Images as Video** function to upload a copy of her presentation to The Cloud. She watches it back on her phone during breaks and while commuting to keep the script fresh in mind. She's also asked her tutor to give her feedback straight into Audio Notetaker alongside her notes and audio.

## Organizing exam preparation

If like Paul your students need a process for effective exam prep, Sonocent Audio Notetaker and the Sonocent Link app can help structure their approach with the Cornell method of note taking. For Paul, the software is a single 'study hub' for recording work and preparing for exams.



### 1 Record with the Sonocent Link app

Paul records audio from lectures, tutorials and group sessions on his tablet. He captures everything that is said, takes photos of visual cues and scribbles equations or diagrams that support the audio. That way, he doesn't worry about missing key points and can review the audio at his own pace.

### 2 Organize content with a Color Key

By creating his own Color Key, Paul systematically categorizes data and themes as he records and listens back. It's a visual way of structuring his notes and means he can quickly identify keywords and concepts.

### 3 Add cues for your learning style

Once he has typed up summaries in the **Text Pane**, Paul condenses his notes further by jotting down keywords or questions in the **Reference Pane**. These are textual cues for the main concepts, helping Paul to test his knowledge when he comes back to his project. Paul is a visual learner, so he also incorporates visual cues in the **Image Pane**.

### 4 Extract into separate Projects

To help structure revision, Paul extracts audio or sections by Color Code into a separate project. That way, he can quickly see all of the relevant notes for a specific topic and draw parallels across different classes.



***Think note-taking technology could  
make a difference for your students?***

Visit ***[www.sonocent.com/institutions](http://www.sonocent.com/institutions)***  
to find out more.

