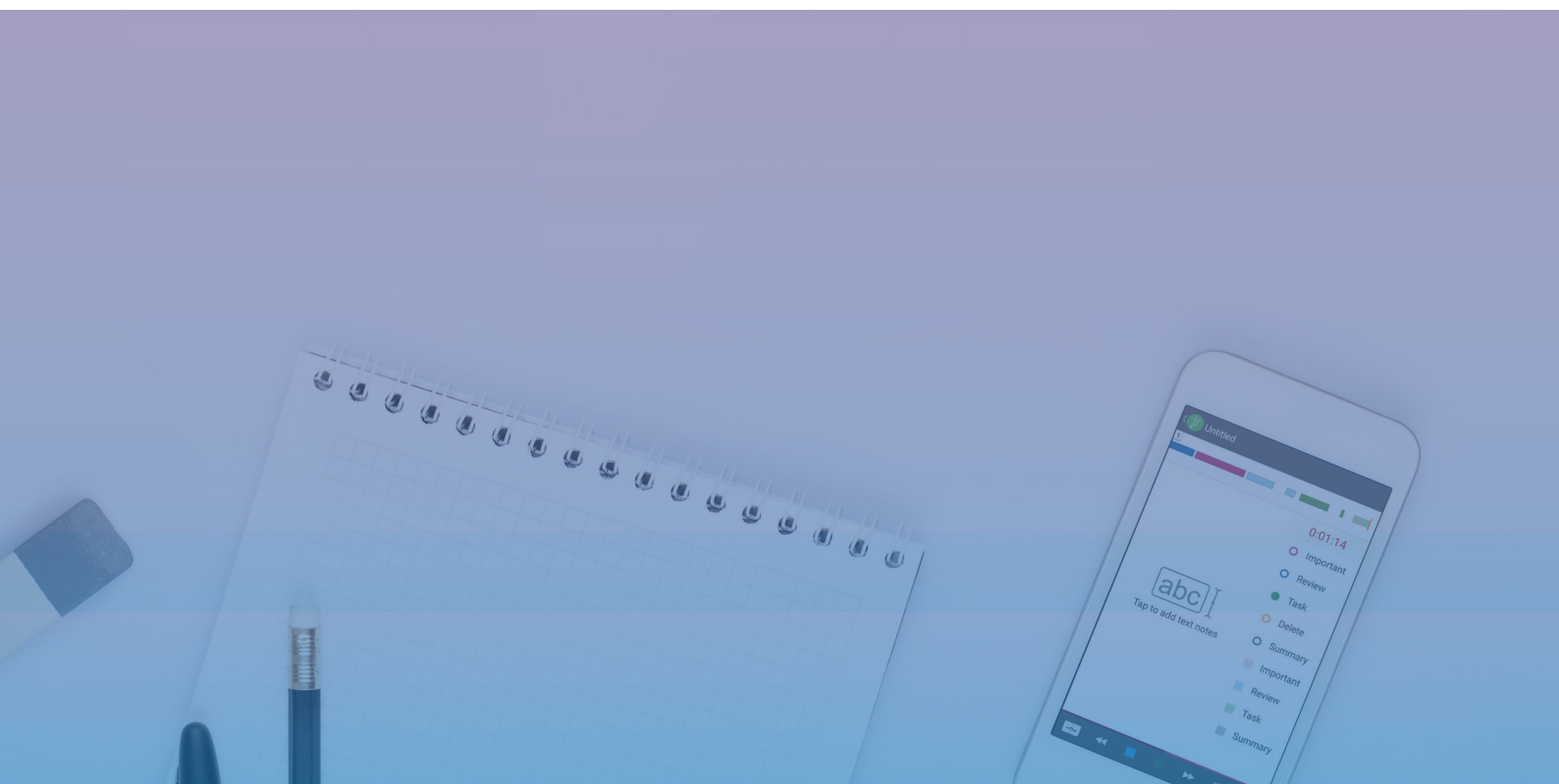




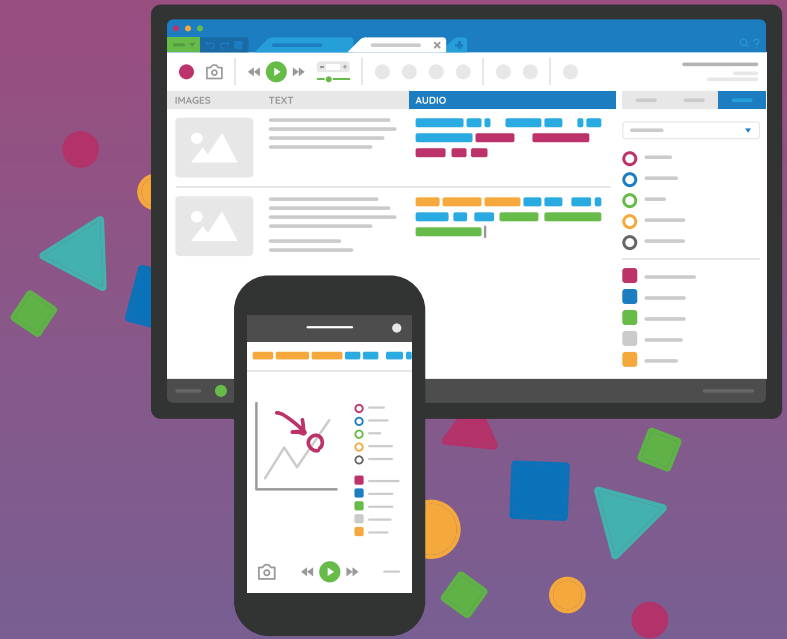
8 winning study skill
strategies using **Sonocent**
Audio Notetaker and the
Link app



8 winning study skill strategies using **Sonocent Audio Notetaker** and the **Link app**

Our educational team have developed a series of proven study skill strategies using Sonocent Audio Notetaker and Link App, giving students the best opportunity to succeed in their studies.

Each study strategy is designed to be used by students with a wide variety of specific learning difficulties. However, for each one, we have given an example student to illustrate an application.



Our software is commonly used by students with:

- **Dyslexia**
- **ADHD**
- **Asperger syndrome**
- **Anxiety and depression**
- **Fatigue and chronic pain**
- **Physical disability**
- **Visual impairment**
- **Hearing impairment**

Study strategy

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Profile

Name: Sally | **Age:** 18

Course: BA (Hons) Developmental Economics | **Year:** 1

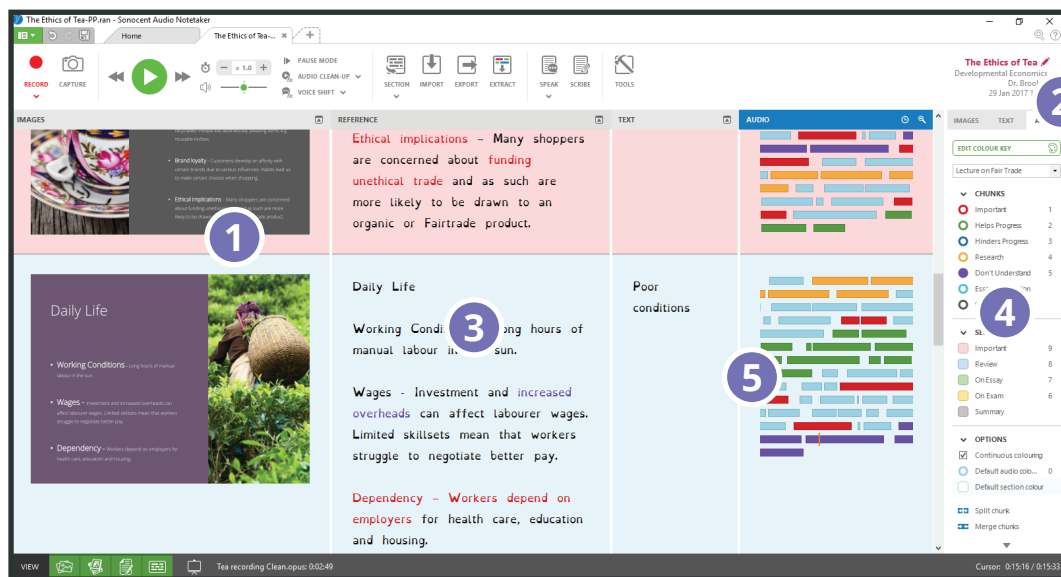
Condition: Dyslexia

Course Delivery: Lectures, seminars, workshops, debates and self-directed reading

Assessment: Essays, group case study assignments, oral presentations and written exams

Example study strategy: **Lecture preparation**

A little preparation will help Sally get the most out of the lectures and classes she records with Sonocent Audio Notetaker.



1 Import lecture slides

Due to her dyslexia, Sally has issues with working memory and phonological processing and struggles to take in new concepts and terminology in the moment. Importing and going over the slides before the lecture gives her a vital head start with synthesising the new information. During the lecture itself, the slides will serve as visual signposts to the topic under discussion, helping her stay focussed.

2 Add metadata Tags

Adding **Tags** to her **Projects** helps Sally stay organised. It's easy to retrieve and review her notes after the lecture and when she needs them for assignments and revision.

3 Extract text from slides

To make the text from her slides easier to read, Sally extracts it into the software's **Reference Pane**. Audio Notetaker automatically formats the extracted text in line with Sally's **Custom Theme**, which applies dyslexia-friendly colours, font styles and sizes.

4 Create a custom Colour Key

Reviewing slides ahead of a lecture will enable Sally to create a custom **Colour Key** which she'll use to highlight **audio chunks** and **sections** as she records. This is a great way of adding course-specific meaning to a **Project**. For instance, Sally could create individual colours for opposing arguments that will form the basis of a comparative essay.

Sally also uses the **Colour Key** to highlight text extracted from the lecture slides as a visual reminder to pay special attention at particular points once she's in the lecture hall.

5 Record & highlight live in class

Once in her lecture, Sally simply presses **Record** to capture everything her lecturer says, sync audio to her imported slides and highlight key points with her custom colours and labels.



Profile

Name: Paul | **Age:** 18

Course: BSc Computer Science and Mathematics | **Year:** 1

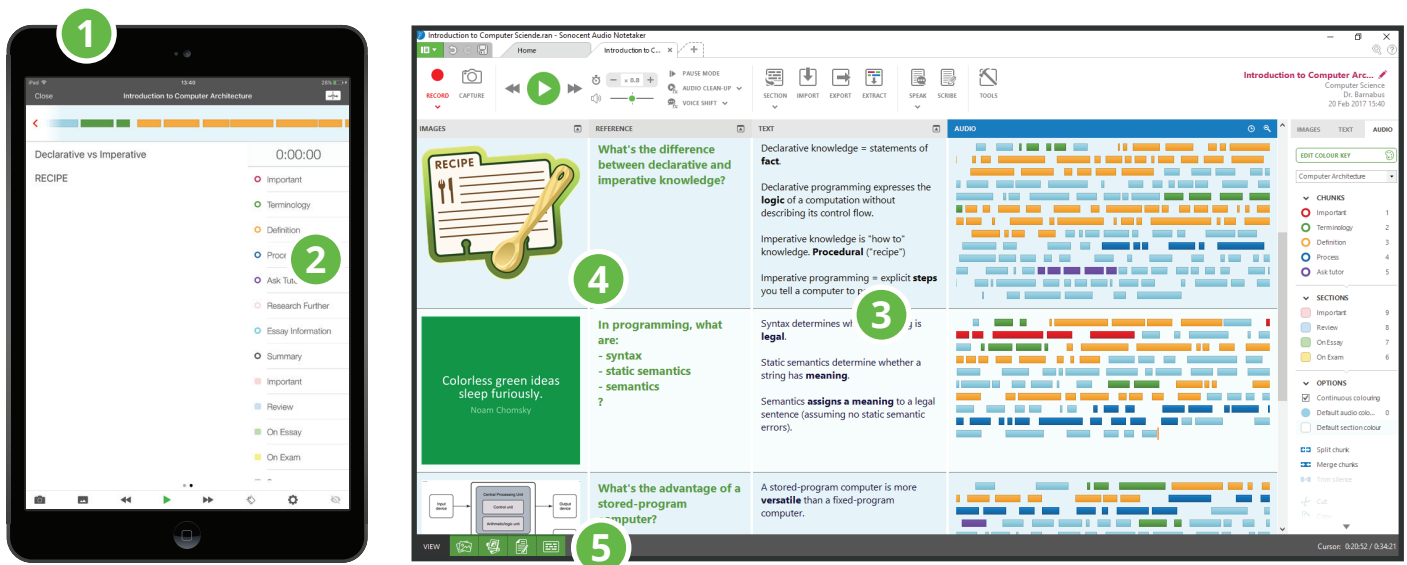
Condition: Asperger syndrome

Course Delivery: Lectures, tutorials, practical sessions and project-based group work.

Assessment: Written exams, practical exams and lab-based coursework.

Example study strategy: **Cornell note taking and revision**

Paul likes routine and studies best when he has a defined process to follow. Therefore, he uses Sonocent Audio Notetaker to apply the Cornell method of note taking, reviewing his notes after every day at university. For Paul, the software is a single 'study hub' for recording, revising and preparing work.



1 Record with the Sonocent Link app

Paul uses the Sonocent Link app to record audio from lectures, tutorials and group sessions on his tablet. The app offers him a consistent recording experience in a variety of settings, and ensures he captures everything that is said, so he doesn't worry about missing key points. He can review the audio at his own pace later on.

2 Create a personalised Colour Key

By creating his own **Colour Key**, Paul can systematically categorise data as he records or listens back. Visually organising his notes in this way means he can quickly identify key words and concepts on review.

3 Import and write up text notes

Each day after class, Paul imports his recordings from the app to Audio Notetaker on his desktop by wifi transfer. He then reviews his recordings, jumping to parts he has highlighted. He uses the **Text Pane** to type up a summary of the key points from each **Section**, in his own words. This is an opportunity to check his understanding and identify areas where he requires clarification. What's more, actively engaging with the content in this way helps embed the information in his long-term memory.

4 Add textual and visual cues

Once Paul has typed up his summaries in the **Text Pane**, he condenses the notes further by jotting down keywords or questions in the **Reference Pane**. These will function as textual cues to the main ideas and facts, which Paul can use for revision and self-testing. As Paul is a strong visual learner, he also incorporates visual cues in the **Image Pane**.

5 Hide summaries and use the image and text cues

To master the content, Paul regularly comes back to his **Project** and quizzes himself using the cues he has added to the **Reference Pane** and **Text Pane**. With the software's **Pane Selector** he can close all of the other **Panes** and test his knowledge using only these cues, then he can verify this by referring to his text notes or original audio recordings. This process of reflection and review helps Paul learn effectively, so he feels prepared when exams come around.



Profile

Name: Sanjay | **Age:** 19

Course: BA (Hons) Politics & Social Policy | **Year:** 2

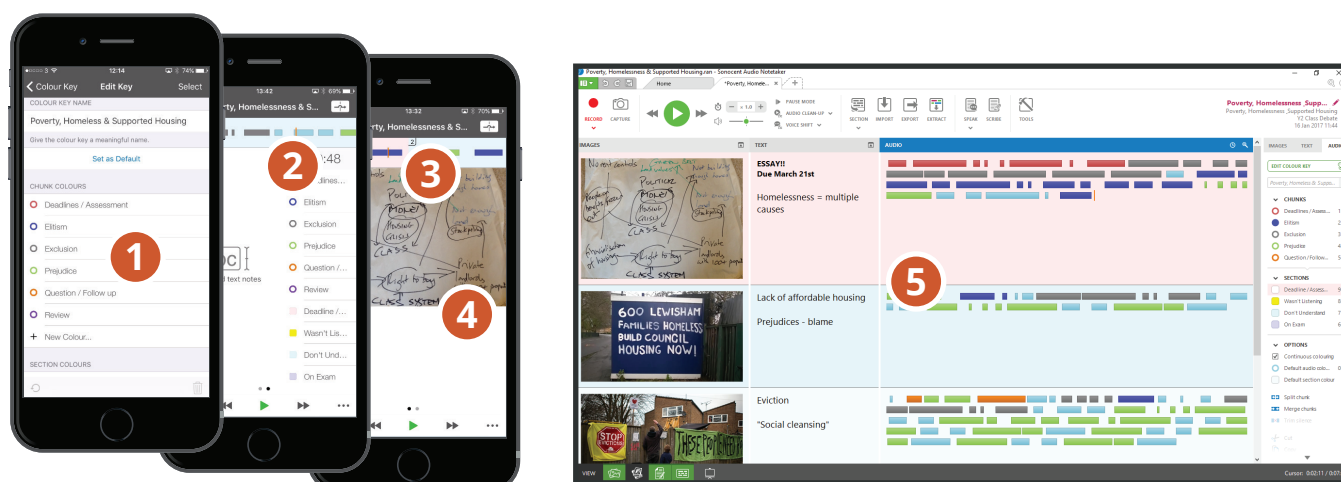
Condition: ADHD

Course Delivery: Lectures, seminars, tutorials, debates and directed reading

Assessment: Essays, written exams and an independent research project

Example study strategy: **Note taking with the Sonocent Link app**

Sanjay easily loses focus in lectures and debates. Although his university offers lecture capture, he finds these long recordings even harder to engage with. He likes the Sonocent Link app because he can record everything and listening out for specific points to highlight keeps him tuned in. He thinks of it like a game!



1 Prepare in advance by creating a custom Colour Key

Sanjay has established a routine of preparing for lectures by accessing the slides on his university's VLE and using the information to create a custom **Colour Key** in the Sonocent Link app. He likes that he can create the Colour Key on his phone as it's the one thing he always has with him. He assigns different colours to different modules, but always includes a colour for deadlines and assignments.

2 Record & annotate simultaneously

In lectures, Sanjay accesses the Sonocent Link app and presses the **Record** button to start capturing audio, which is visualised as **chunks** across the top of the screen. He listens out for information matching his **Colour Key** categories and highlights **chunks** by tapping the colour buttons on his screen. He finds this really easy to do, and, most importantly, it keeps him focused on what's being said.

3 Break audio down into Sections

When his lecturer changes topic or moves on to a new slide, Sanjay adds a **Section Break** by tapping the **Section** button. This helps break down his recording into manageable chunks for review. If he does drift off at any point, Sanjay can colour highlight an entire **Section** to remind himself to come back to that bit later on.

4 Add photos and images

In tutorials and debates key points will often be written up on a whiteboard or flipchart. Sanjay can take photos of these with his mobile device and add them alongside his audio. He can also make his **Project** more visually engaging by inserting relevant images from his device's camera. These will appear in the **Image Pane** once Sanjay transfers his **Project** to Sonocent Audio Notetaker on his desktop.

5 Review and Transfer to Audio Notetaker for further study

Sanjay listens back to his saved recordings on the Sonocent Link app during breaks between lectures or when commuting. He can edit his colour highlights and text notes directly within the app. He then transfers these files to Audio Notetaker on his laptop when he gets home. Once the file is in Audio Notetaker, he will **Extract** any deadline and assignment information that he highlighted into the dedicated **Project** he created for this information at the beginning of term. This helps him stay on top of his work and manage his time effectively.



Profile

Name: Ryan | **Age:** 31

Course: HND Business & Management (Distance Learning) | **Year:** 1

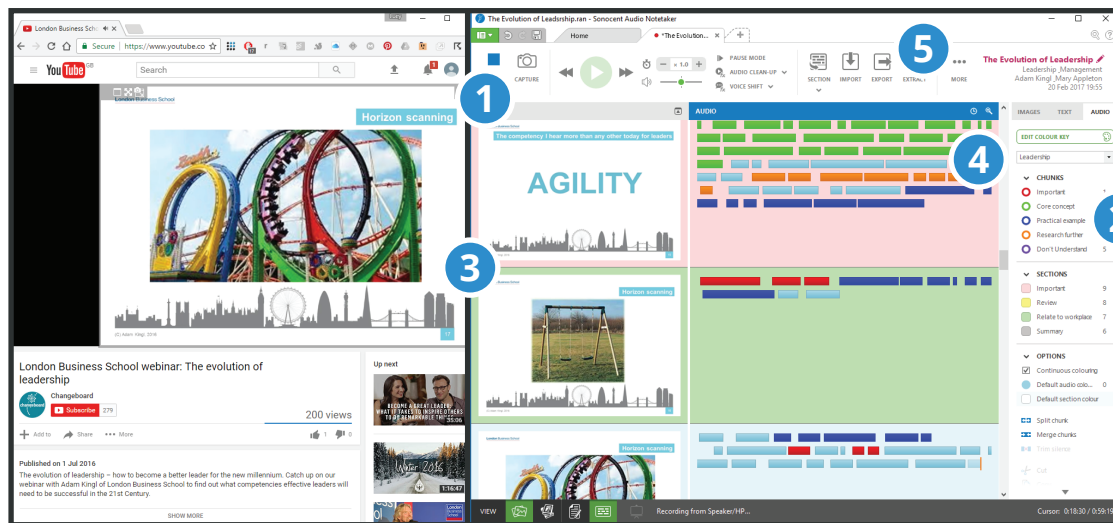
Condition: Fatigue and chronic pain

Course Delivery: Online seminars and tutorials, e-lectures, workshops and simulations, and independent study of multimedia course content

Assessment: Reports, presentations, projects and written exams

Example study strategy: Making notes on videos & webinars

As Ryan is enrolled on a distance-learning course, lectures, seminars and much of his course content are delivered online and/or in video format. Unfortunately, his fatigue and chronic pain mean it's not always possible for Ryan to watch long videos at one sitting. But with Sonocent Audio Notetaker he can capture audio and screenshots from streaming content and annotate key points as he watches, returning to those points for a refresher when he feels better.



1 Select a Recording option

With the **Speakers Only** recording option in Sonocent Audio Notetaker for Windows, Ryan can capture the audio output from his computer. This enables him to record and annotate audio from his e-lectures, as well as from videos, webinars, podcasts or any other source - just as he would in a live lecture environment. Alternatively, to record two-way conversations from his online tutorials, Ryan can select the **Microphone and Speakers** option.

2 Annotate audio with a custom Colour Key

By displaying his video window and Audio Notetaker side-by-side on screen, Ryan can use a **Colour Key** to highlight audio from online lectures and video resources. For example, he could create a custom **Colour Key** with labels for core management principles, theories he can relate to practice in his own workplace, and things he'd like to research further.

3 Capture video stills

When a video features slides or other visual information Ryan would like to add to his **Project**, he can use the software's **Capture** tool to insert stills from video content right alongside the relevant audio.

4 Keep track

Colour highlighting and adding screen captures mean it's really easy for Ryan to come back to a **Project** when pain strikes and he has to stop midway through. Whether his video is online or stored offline / locally on his machine he can copy and paste the URL or file path into the **Reference Pane** and go straight back to the video when he feels better. Audio Notetaker's **Timecode** feature also helps him pick back up where he left off.

5 Create effective study resources

The **Extract** function allows Ryan to collate related information from a variety of sources that he has highlighted with the same colour. He can then use this new **Project** as the basis of an assignment. Cherry-picking information in this way is a big time-saver.



Profile

Name: Becky | **Age:** 20

Course: BA (Hons) Modern Foreign Languages & Literature | **Year:** 1

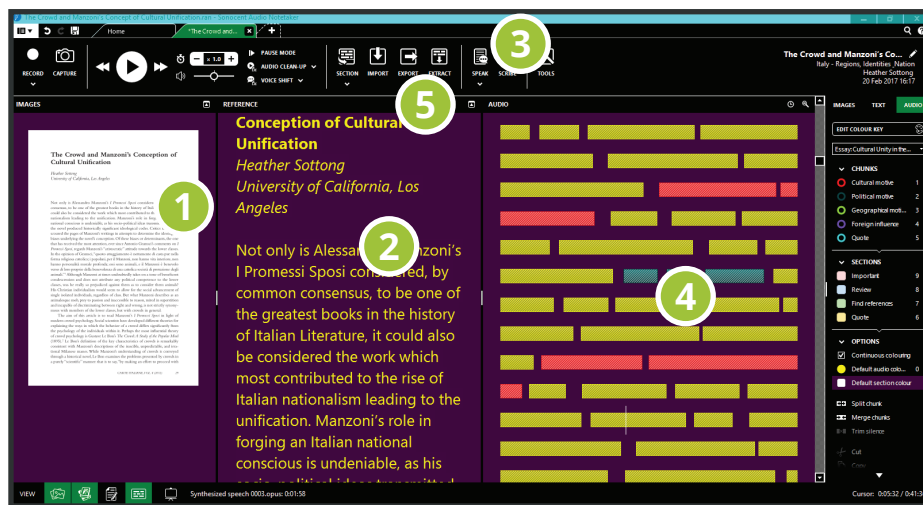
Condition: Visual impairment

Course Delivery: Lectures, seminars, tutorials, language lab sessions and directed reading

Assessment: Essays, listening exams, role plays and oral presentations

Example study strategy: **Creating Audio Study Resources**

Becky has screen-reading software which can help her access reading materials in situ, but making notes on this content can be a challenge. With Sonocent Audio Notetaker, she can convert text-heavy documents into audio resources, which she can listen to and colour highlight just as she would audio that was recorded live.



1 Import a PDF document & Tag

Most academic journal articles and eBook chapters are available to download electronically in accessible PDF format. This allows Becky to **Import** recommended reading content into Audio Notetaker. She can **Tag** her **Projects** with the article details for ease of retrieval and referencing.

2 Extract text from the document

Becky is able to **Extract** all of the text from her PDF document into the **Reference Pane** with a single click. The custom high-contrast **Theme** she has set up in Audio Notetaker (under **Settings**) ensures that interface elements, audio chunks and any extracted text are visually accessible to her. By closing all other **Panes** she is able to work with this text reasonably well, but she is more comfortable accessing and reviewing content aurally.

3 Convert text to speech

Becky uses the **Send All Speech to Audio Pane** option from the **Speak** menu to convert the text from her PDF into Text-to-Speech audio, visualised as chunks in the **Audio Pane**. She can access **Speech Settings** to select her preferred Text-to-Speech voice and reading speed.

4 Listen to and annotate Text-to-Speech audio

Becky listens back to converted articles in audio format, using a custom **Colour Key** to pick out relevant information as she does so. This makes the research process much easier and quicker for her - she can do everything she needs to within a single workspace. Plus, if she is struck with inspiration as she listens, she can easily add in her own audio notes.

5 Create personalised audio study resources

Audio Notetaker allows Becky to easily transform and repurpose content for specific study tasks, whether she's researching an essay or compiling revision notes for an exam. She uses Audio Notetaker's **Extract** feature to cherry-pick highlighted audio **chunks** from articles and collate them with relevant audio from her lectures or her own audio notes. She can then use the **Scribe** function to transcribe essay notes, or **Export** her audio as an album for revision on-the-go.



Profile

Name: Aisha | **Age:** 27

Course: BSc (Hons) Adult Nursing | **Year:** 2

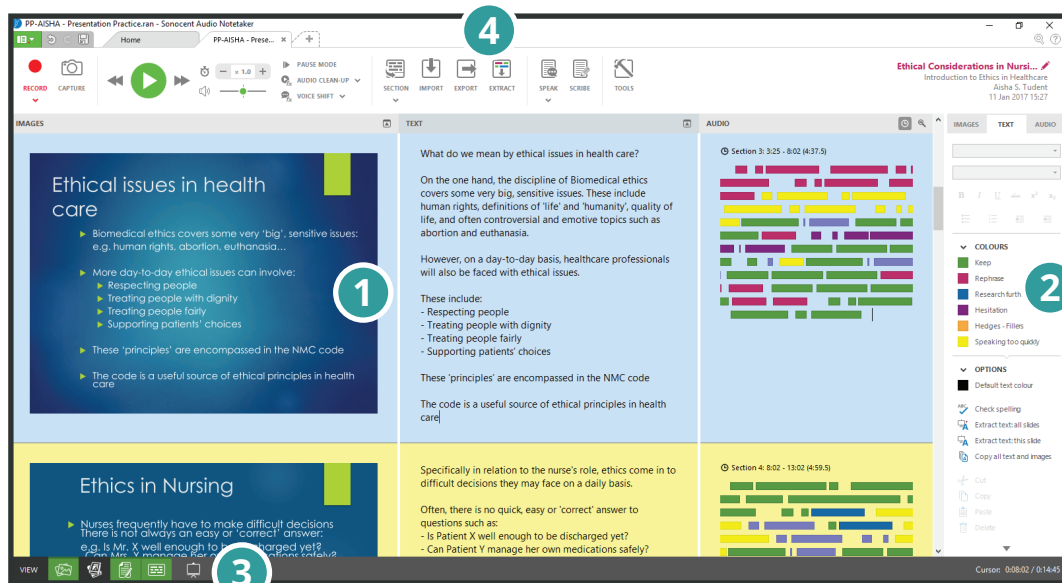
Condition: Anxiety and depression

Course Delivery: Lectures, skills sessions, tutorials, guided study and placements

Assessment: Essays, exams, placement reports, presentations and clinical skills assessment in simulation suites and on placement

Example study strategy: Presentation practice

To help her feel confident and prepared ahead of presenting in class, Aisha can **Import** her PowerPoint slides into Sonocent Audio Notetaker and use the multimedia interface and **Presentation Capture** tool to hone her content and delivery.



1 Combine slides, text and audio in one workspace

As Aisha is more comfortable delivering presentations with written notes to refer to, she could **Import** her PowerPoint slides, **extract all text** from them in just a few clicks, and even type up a full script in the **Text Pane**. She can then **Record** herself practising what she wants to say when each slide displays.

2 Practise and refine using a Colour Key

Aisha could create a **Colour Key** for highlighting **audio chunks** and **sections** from her presentation that she's happy with and those that need more work. She is highly self-critical but this approach helps her to remain objective. Her highlights will also ensure she doesn't lose track if she needs to take a break; she can easily pick things back up when she's feeling more motivated. Highlighting **sections** as "complete" gives her a confidence boosting sense of achievement.

3 Practise using the Presentation Capture tool

When Aisha feels confident enough to practise her presentation without a script, she can use the **Presentation Capture** tool to run through her slides in **FullScreen mode**. Her audio and slides will be captured in a new **Project** which she can review again using her custom **Colour Key**. Plus she can check her timings using the **Display Timecode** button.

4 Video Export

Finally, Aisha can use the **Export Audio and Images as Video** function to upload a copy of her presentation to The Cloud. Then she can watch her presentation back on a portable device during breaks when she's on placement or while commuting. Her tutor has agreed that should her anxiety become overwhelming, Aisha will be permitted to submit this video recording rather than having to present in person.



Profile

Name: Lewis | **Age:** 19

Course: BTEC Level 2 Diploma in Creative Media Production | **Year:** 1

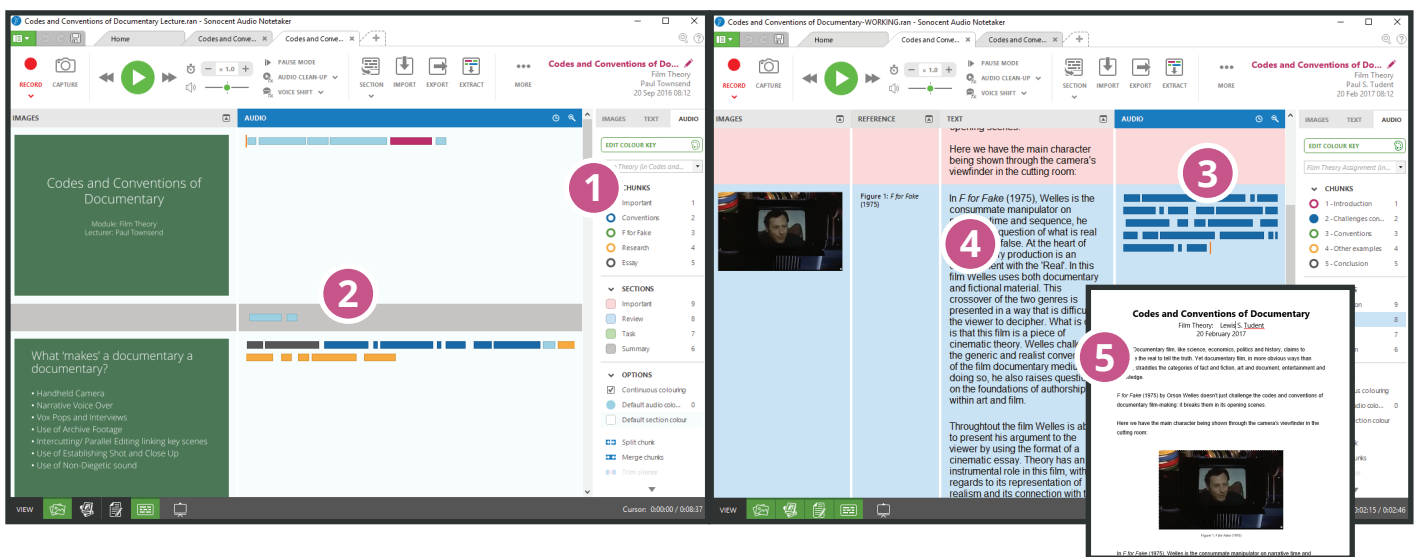
Condition: Physical disability (upper-limb motor impairment)

Course Delivery: Lectures, workshops, lab work and practical on-set sessions

Assessment: Continual assessment through written assignments, multimedia presentations, a short film assignment and a visual set diary

Example study strategy: Oral composition and transcription

Lewis previously received notes from a peer note-taker, but he didn't find them especially useful for revision or essay composition. Sonocent software has enabled him to take notes independently (by annotating recorded audio with simple keyboard shortcuts) and develop an audio-centric approach to composing written work, which plays to his strengths.



1 Record and annotate live, whatever the setting

The unique audio visualisation and colour highlighting features offered by Sonocent software allow Lewis to make meaningful notes independently, without writing or typing. With simple keyboard shortcuts or screen taps, he can use a custom **Colour Key** to add course-specific labels to auditory information. So when he comes back to review his notes, he will save time by jumping straight to highlighted **audio chunks** or using the **Extract** tool to pull out only the information needed for a particular assignment.

2 Create audio summaries

By recording synopses of lecture content in his own words Lewis can avoid typing, which is difficult for him, and engage in active, multimodal learning. He finds it easy to create summary **Sections** in existing **Projects**, recording his thoughts right alongside original lecture audio, slides and images. As an auditory learner, these summaries are invaluable for revision and form the starting point for composing written work.

3 Edit and reorganise audio

Lewis makes frequent use of speech-to-text technology, but finds it difficult to dictate lengthy assignments. Fortunately, since audio recorded in Sonocent Audio Notetaker is completely editable it is an ideal workspace for composing work orally. Now, before transcribing, Lewis can review, analyse and reorganise his ideas in an audio format. He can also tweak the core structure of his assignment by reordering sections using a dedicated **Colour Key** for composition.

4 Transcribe audio to text

Once Lewis is happy with the structure of his composition, he can use the **Scribe** tool to access his Dragon NaturallySpeaking profile and convert his speech into text. Audio is transcribed into the **Text Pane**, Section-by-Section.

5 Export to Word

Once he's ready to submit his assignment, Lewis can **Export** his transcription as a text file, with the option to include images from the **Image Pane** and information, such as captions, from the **Reference Pane**.



Profile

Name: Kimiko | **Age:** 23

Course: Msc in Occupational Psychology | **Year:** 1

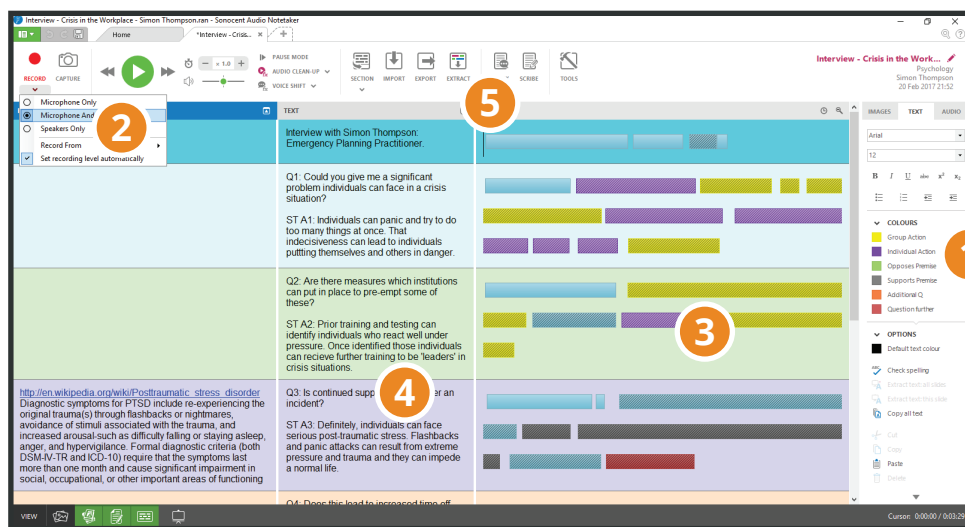
Condition: Hearing impairment

Course Delivery: Lectures, research seminars, tutorials, site visits, primary interviews and independent reading

Assessment: Case studies, essays, presentations (individual and group) and an extended applied research project

Example study strategy: **Primary Research**

Kimiko's independent research project requires her to conduct a number of primary interviews. She has used a digital recorder in the past, but found reviewing the audio to be too time-consuming. With Sonocent software, she can up her productivity with a range of features for capturing, organising and transcribing audio recordings.



1 Create a template and Colour Key

Before conducting her interviews, Kimiko can create an interview template **Project** in Sonocent Audio Notetaker. Using a custom **Colour Key** she can create colour-coded **Sections** for each of her questions, which will ensure consistency across her interviews and make it easy to sort data when she comes to review.

2 Select a recording option

When conducting face-to-face interviews, Kimiko can record directly into Audio Notetaker on her laptop or use the Sonocent Link app on a mobile phone or tablet. Audio Notetaker also gives her the flexibility to conduct remote interviews over Skype by selecting **Record from Microphone & Speakers**.

3 Record and annotate simultaneously

Using her interview template, Kimiko can record each interview in a separate **Project**, moving through the **Sections** at each new question. With her custom **Colour Key**, she can start to highlight information from the respondent's answers as she records, using simple keyboard shortcuts. This will save her time when she comes to review.

4 Listen back & transcribe responses

Following her interviews, Kimiko can use Audio Notetaker's **Pause Mode** playback option to listen back to responses a phrase at a time. This makes it easier to transcribe the audio. If there are portions of audio which are difficult to make out due to background noise, she can use the Clear Lecture™ audio-enhancement suite to improve the clarity and intelligibility of the recording with a click.

5 Append Projects for analysis

Once she's finished conducting her interviews, Kimiko can use the **Append** function to collate her recordings into a single **Project**. She can then group answers together using the **Extract** function. This facilitates comparative analysis: the audio highlighting she has applied during the interviews should help her to identify common themes at a glance. She can add further detail to her **Projects** by including additional annotations, references and recordings of findings directly alongside the original data.



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