

## **TRANSCRIPTION PODCAST # 7**

Hello and welcome to our series of podcasts on Listening strategies for French Immersion students produced by the faculty at the Official Languages and Bilingualism Institute of the University of Ottawa.

This podcast is part of a series to help you improve your listening strategies and provide practical hints on note-taking in the context of academic courses in your second language.

### **Podcast # 7: New Technology For Note-taking**

In this podcast we will first present examples of new technology for taking notes in class: Microsoft Office OneNote software and digital recording devices. Then we will discuss the advantages of using your own wiki to store your class notes. Finally, we will present the MindMap and different tools for creating it.

#### **Microsoft Office OneNote Software**

Microsoft Office OneNote has been a standard part of the Microsoft Office Suite of Tools since 2007 along with Word and Excel and PowerPoint.

**Student:** What does OneNote do anyway?

**Prof:** At its most basic level, OneNote is a note-taking package that mimics a binder with dividers and paper. Tabs along the left-hand side of the screen represent notebooks, tabs across the top of the screen represent chapters of that notebook, and tabs along the right-hand side of the screen represent pages of the chapters. To navigate through the notebooks you click through these tabs. All your notes, texts, images, sound files, and other information are gathered into one single location.

OneNote was designed for gathering, organizing, searching, and sharing notes and other information. You can enter your notes using standard MS-Word interface; create simple diagrams as you would in PowerPoint and create tables as you would using Excel. You can organize your notes by course, section, and lecture; you can copy and paste pictures from the web into your notes; and you can even email your notes to share them with other students. All texts, drawings, and pictures can simply be copied or moved around from one part of the notebook to another. And you can search through everything.

**Student:** Any other features?

**Prof:** Well, it has built in optical character recognition, which means that you can scan in documents and OneNote will automatically convert the image to text, which means you can edit, copy and search it as a text document. You can tag important keywords to allow easier review using a large list of included or customized tags. You can also save the voice track of lectures using your computer's built-in or externally-connected microphone.

Microsoft Office OneNote is probably on your laptop computer right now. You should explore this program on your computer and see if you want to use it as part of your day to day note taking.

Student: What if I am a Mac User?

Prof: Then you should check out the program Journler. It's got everything from iWeb integration to video/audio note recording.

### **Digital Recording of Lectures**

Student: Why would I want to record lectures?

Prof: It's really useful to re-listen to the lecture when you are reviewing and improving your notes in the evening or working on homework—this is especially important when working in your second language. In some cases the slides of your professor's PowerPoint are overloaded with information. Recording the lecture will allow you to re-listen to the lecture at a later time and at your own pace.

Previous students in the French Immersion Program have emphasized the importance of having recordings of lectures available. One student said that her class time was spent writing out what was on the slides, and not listening to what was said. Being able to re-listen to the lecture allowed her to better understand what the content professor said.

*(Note pour David Ne pas enregistrer ce texte mais le metre en visual pour le paragraphe au dessus.*

*"The language teacher records the class and she puts it in the resource center and that, that is the reason why I'm still in this class and I didn't drop it."*

Tell your professor that you want to record the lecture and get his or her permission before you begin. Sitting in the front row will allow you to get a better quality recording. For immersion students, your content class professor may agree to have the content lecture recording done by the FSL teacher who will then make it available to you.

Student: How can I pick a good digital recorder?

Prof: There are a lot of good digital recorders on the market. A good microphone is also essential for a good recording. The microphones built into the digital recording device are often not sensitive enough to pick up a speaker more than a meter away, and that means the recording will be so bad that it will just be frustrating to use.

You could also record lectures on your laptop, likely with an external microphone, or with a digital voice recorder.

### **Idea and Mind Mapping**

Student: What is mind-mapping?

Prof: Actually, there's a lot of research that shows the value of using diagrams to visually represent the relationships among ideas. Mind mapping, concept maps, and semantic networks: these are all visual tools for organizing and representing knowledge following the natural and associative way your brain processes information. These kinds of diagrams help you to consolidate and present your thoughts about ideas in a way that enhances your recall of them.

Student: How do I create those maps?

Prof: You can use color, keywords, lines and images to connect your thoughts associatively, you can use these visual thinking tools to organize projects and improve your note-taking. An important lesson to take away is don't limit yourself to just words; use lines, colours and images to express the concepts you want to record in your notes. There's some software called Inspiration, which works for both PCs and Macs. Do an on-line search to find other "mind mapping" programs.

## **Wiki**

Student: What is that?

Prof: A wiki is a powerful tool for collaborative writing that allows a group of users to easily edit content on-line as well as add or remove pages and track changes. With a wiki you can collaborate with other students in your class: you can have an on-line wiki with class notes to complement your Facebook study group. As a group, you can also create your own wiki dictionary for the specific vocabulary words you encounter in your class. Students can also download wiki software onto their own computer and create a wiki to store their various course notes over their four years at school.

In this podcast we have presented a series of new technology tools and techniques to help you with your note taking. With today's advanced note taking technology, you are better equipped to understand, record and remember the material you are studying. We hope that you will investigate these tools more thoroughly and decide if you want to use them in your daily studies.

Thank you for listening to this podcast on effective listening strategies brought to you by from the faculty at the Official Languages and Bilingualism Institute of the University of Ottawa.

Crédit à mettre à la fin ( sur la diapo uniquement)

This podcast was developed by Alysse Weinberg and Hélène Knoerr of the Official Languages and Bilingualism Institute with material contributed by Patrick Renaud, a learning specialist at the Student Academic Success Service, both of the University of Ottawa.

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