

Making good use of an Audio Recorder Tape or Digital

For reading

You might read something several times and still don't understand it because it is complex. It would be useful to have a recording of the text to listen to. It helps to hear the words at the same time as you see them. The chances are that there isn't a recording of the text available. You might be able to ask a friend or relation to record it for you. Otherwise...

Make yourself comfortable with your recorder and the piece you want to record.

- Record yourself reading it.
- Leave it for a few hours or overnight and then listen to it again with the words in front of you.
- Stop the tape and play bits over if you need to.

For note making

With agreement of others involved, you could record meetings, talks or lectures and make notes from your recordings later. This way you can relax and pay attention and, later, 'get' the lecturer to repeat what she said!

In small meetings or tutorials you can record your notes rather than try to record a discussion where several people may talk at once.

For writing

When your brain is working faster than you can write, or when you're not sure how to express yourself, try recording it.

- Say what you want to say to your recorder as if you were talking to a friend.
- Listen to what you said.
- You may think you can say it a bit better so try again.
- When it sounds right, type it into your word-processor like an audio-typist.
- Then you can use the word-processor to correct and edit your text.

✓ For checking your work.

Try recording what you've written and then listening to it. You can pick out errors such as using the wrong word, grammatical mistakes, sentences that don't make sense, whether you've forgotten to mention something important and even check if the punctuation is right.

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