

Note-taking Methods 1

EXAMPLE

Aim: To provide students with practice of a range of note-taking methods to use when listening to lectures.

Time: 60 minutes & homework task.

Delivery: This lesson can be delivered face-to-face or online. For online delivery, each worksheet could be placed in a class document on OneDrive.

VIDEO RECORDING: [link available in paid download](#)

MP3 RECORDING: [link available in paid download](#)

Lead in

- Distribute or project **worksheet 1**. Students complete **task 1**: discussion on note taking.
- Feedback: nominate one or two students to share their answers.
- Students complete **task 2**: label note taking methods.
- Feedback: distribute or project **worksheet 1 task 2 ANSWERS**.

Guided Practice

- Distribute or project **worksheet 2**.
- Students complete **task 1**: listen & decide how you'll take notes.
- Feedback: distribute or project **worksheet 2 task 1 SUGGESTED ANSWERS**.
- Students complete **task 2**: listen to 5 x micro lectures & take notes.
- Feedback: distribute or project **worksheet 2 task 2 ANSWERS**.
- Distribute or project **worksheet 3**. Students complete **tasks 1 & 2**: listen to 2 x mini lectures & take notes.
- Feedback: distribute or project **worksheet 3 tasks 1 & 2 ANSWERS**.

Freer Practice

- Students listen to the longer lecture (**worksheet 4 task 1**: the decline of the British High Street 7.38 minutes) and take notes according to their chosen method(s).
 - Video: [link available in paid download](#)
 - MP3: [link available in paid download](#)
- Students do peer feedback of the notes. Use the included **checklist**.

Homework

- Students choose a topic connected to their studies, find a lecture on TED talks, listen and take notes using a range of methods and either: 1. Use your notes to give a mini presentation to your class on the topic. 2. Use your notes to write a summary on the topic.
- Feedback: 1. Assess students presentation skills. Use our feedback sheet: <https://www.academic-englishuk.com/wp-content/uploads/2018/12/AEUK-Feedback-presentation-1.docx>
- Feedback 2: Assess students on their written skills. Use our error correction code: <https://academic-englishuk.com/wp-content/uploads/2017/03/Error-Correction-Code-AEUK.pdf>

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Worksheet 1: Listening & Note-taking

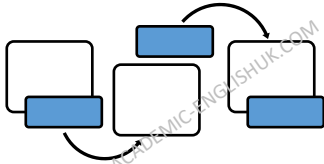

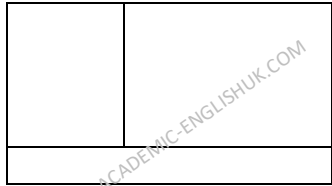
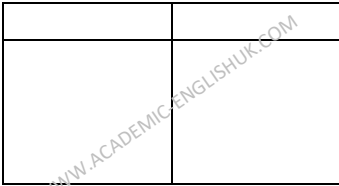

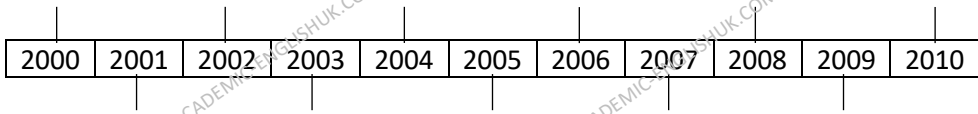
Task 1

- Discuss these questions with your partner.
 1. How do you usually take notes when listening?
 2. _____
 3. What issues do you have when taking notes?
 4. _____
 5. How is note taking assessed on the _____?

Task 2

- Label the note-taking methods with a word from the box:

Spider gram. _____ Cornell. _____ Flowchart. _____ . Timeline.

 <p>A. _____</p>	 <p>B. _____</p>	<p>1. Subheading</p> <ul style="list-style-type: none"> • Point • Point <p>2. Subheading</p> <ul style="list-style-type: none"> • Point • Point <p>C. _____</p>
 <p>D. _____</p>	 <p>E. _____</p>	 <p>F. _____</p>
 <p>G. _____</p>		

Task 3

- What method of notes would you take for the following lectures?

Lecture	Method
How photosynthesis works.	

Strategies for whole-food plant-based living.	

Financial accounting: legal requirements.	

Worksheet 2: Practice

Task 1

- Listen to the five introductory phrases and decide which method you will use to take notes.

1. _____
2. _____
3. _____
4. _____
5. _____

Task 2

- Listen to the five 30 second micro lectures and take notes according to the method you have identified.
- When you've finished compare with your partner and then compare with the model notes.

1.

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2.

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3.

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4

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5

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Worksheet 3: Note-taking Practice

Task 1

- You are going to listen to a two-minute mini lecture on how guide dogs are trained.
- How are you going to take notes? Compare with a partner.

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- Compare your notes with your partner for content and layout.
- Compare your notes with the model notes.
- What could you do better?

Task 2

- You are going to listen to a two-minute mini lecture on the popularity of streaming services.
- How are you going to take notes? Compare with a partner.

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- Compare your notes with your partner for content and layout.
- Compare your notes with the model notes.
- What could you do better?

Worksheet 4: Note-taking Practice

Task 1

- You're going to take a set of notes on 'the decline of the British High street'
 - Video: [link available in paid download](#)
 - MP3: [link available in paid download](#)
- Work with a small group and brainstorm what you know about this topic and some of the associated language.
- How do you think the lecture will be organised?
- How will you take notes?

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Task 2

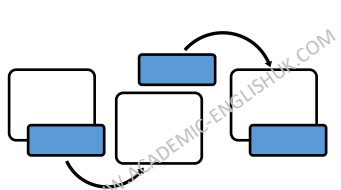
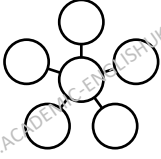
- Look at your partner's notes and complete the following check list:

Has your partner....	Yes/No/Not Sure
Included the main points?	
Organised their notes using at least one of the methods from the lesson?	
Used symbols?	

Note-Taking ANSWER KEY

Worksheet 1

Task 2

 <p>A. Flowchart</p>	 <p>B. Spider gram</p>	<p>1. Subheading</p> <ul style="list-style-type: none"> • Point • Point <p>2. Subheading</p> <ul style="list-style-type: none"> • Point • Point <p>C. Linear</p>
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Task 3

- What type of notes would you take for the following lectures?

Lecture	Method
How photosynthesis works.	
	Table or tree
Strategies for whole-food plant-based living.	
	Timeline
Financial accounting: legal requirements.	
	Tree or linear

Worksheet 2

Task 1

1.
2. Timeline.
3.
4. Tree.
5.

Worksheet 2

Task 2

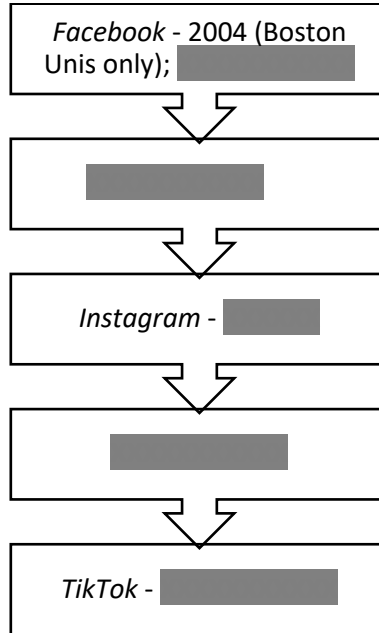
1. Hello, this talk is about the differences between British and American English are the same in both One area is the use of vocabulary. I'll give you a few examples. In British English....

British English	American English
1. Vocabulary – some diff.	
E.g. Pavement Trousers	Sidewalk
2. Spelling – use of 'z' or 's' & with/without 'u'	
E.g. Organise, realise 	Organize,

ALL ANSWERS & TRANSCRIPT INCLUDED IN THE PAID VERSION...

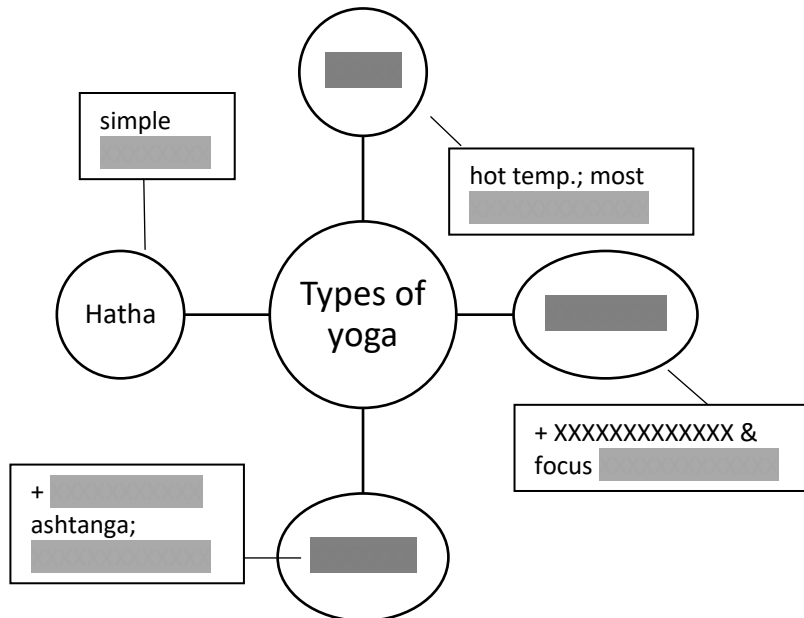
2.

Good morning. I'm here today to talk to you about when today's most popular social networks were launched. *Facebook* is considered to be the oldest, having launched in 2004, albeit only to students at universities in Boston. In 2006, it became ...



3.

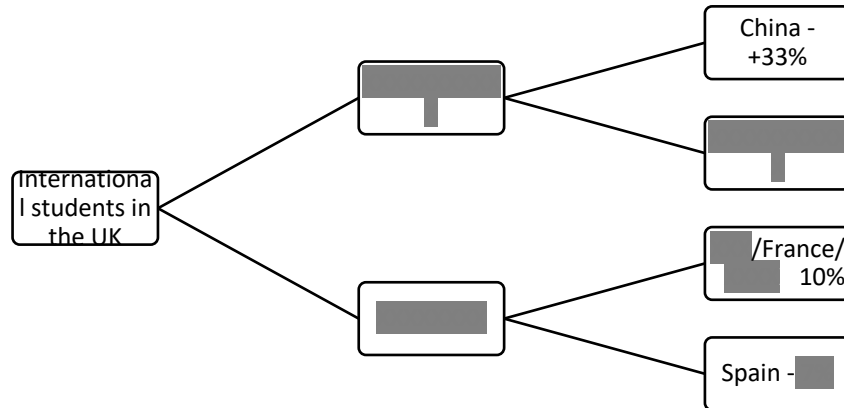
Hello, I'm here today to discuss the different types of yoga for exercise. Although there are several styles to choose from, the most common ones are hatha, vinyasa, ashtanga and bikram. Hatha yoga focuses mainly on simple postures, whereas ashtanga....



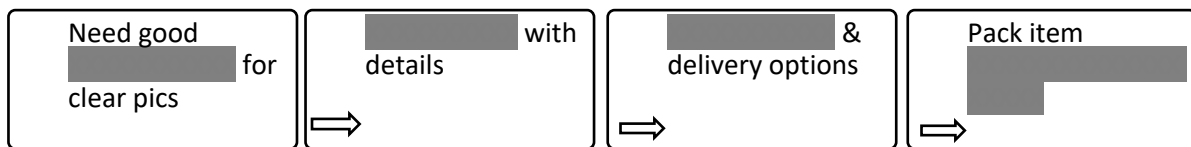
ALL ANSWERS & TRANSCRIPT INCLUDED IN THE PAID VERSION...

4.

Good morning. The theme of today's lecture is about the number of international students in the UK. According to *Study In UK*, as of 2019, the number of overseas students had risen by 6% to almost 500,000. Over a third of students from ...



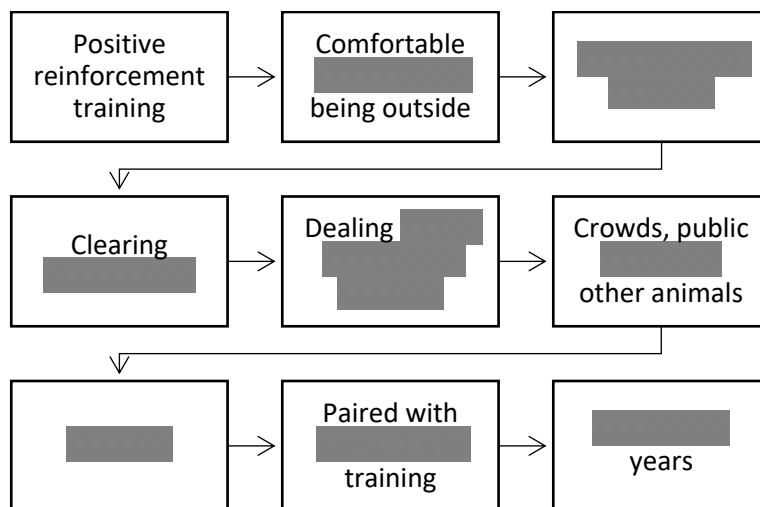
5. Welcome to today's presentation on how to sell second-hand clothes online. Firstly, it is crucial to invest in a decent camera and lighting as the pictures must show the item accurately to avoid any potential problems. Following this, a clear description ...



Worksheet 3

Task 1

1. Hello, today's talk is all about how guide dogs are trained. According to *Guide Dogs for the Blind*, there are 7 phases in total, which can take up to a total of 5 months. The first step is the beginning of positive reinforcement training, in which the dog is rewarded, usually with food, for obeying some simple commands. Next, the focus...

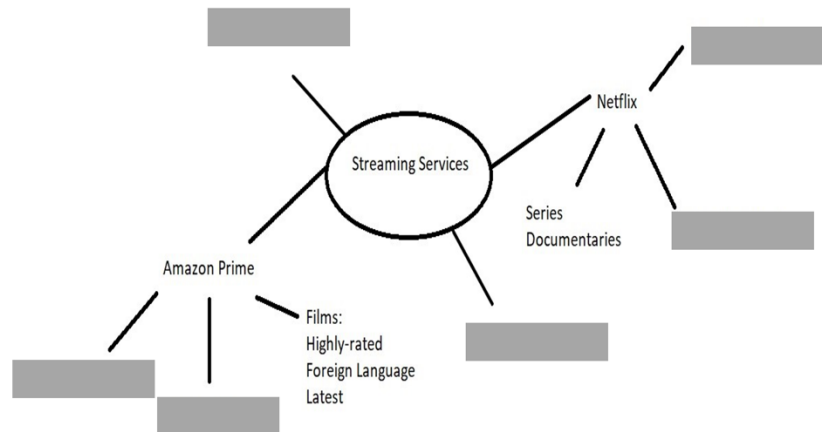


ALL ANSWERS & TRANSCRIPT INCLUDED IN THE PAID VERSION...

Task 2

1.

Hello, today's presentation is about the popularity of on-demand streaming services. A recent survey has revealed that *Netflix* and *Amazon Prime* continue to be the most popular streaming services worldwide. Respondents mentioned that although *Prime* has a larger collection of titles, *Netflix's* own original content is a ,,,,



Recording Transcript

Welcome to Listening Note-taking Methods 1 by Academic English UK

Worksheet 2: Practice

Task 1: Listen to the five introductory phrases and decide which method you will use to take notes.

Number 1

Hello, this talk is about the differences between British and American English.

Number 2

Good morning. I'm here today to talk to you about when today's most popular social networks were launched.

ALL ANSWERS & TRANSCRIPT INCLUDED IN THE PAID VERSION...