

# 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 & key points** of lecture.

### 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

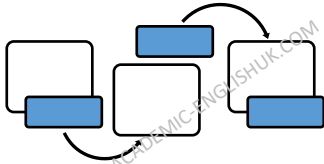

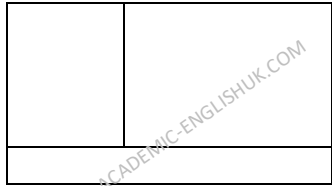
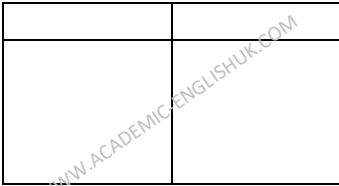

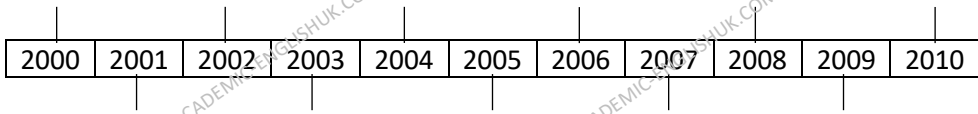
### Task 1

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

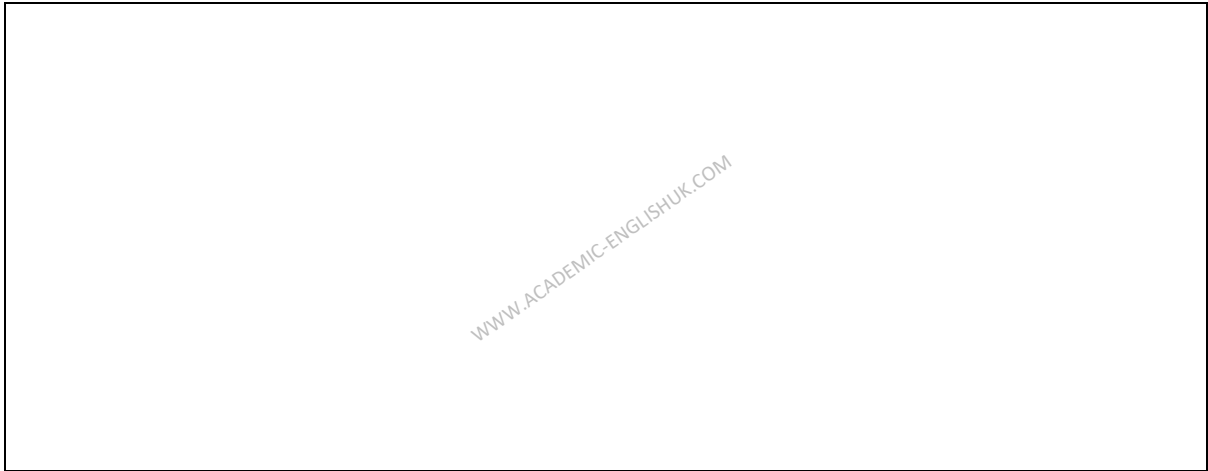
1.

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2.

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3.



4



5



## 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

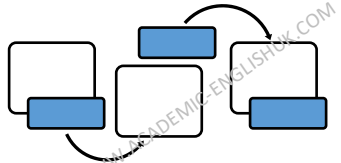
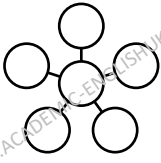
- Look at your partner's notes and complete the following check list:

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

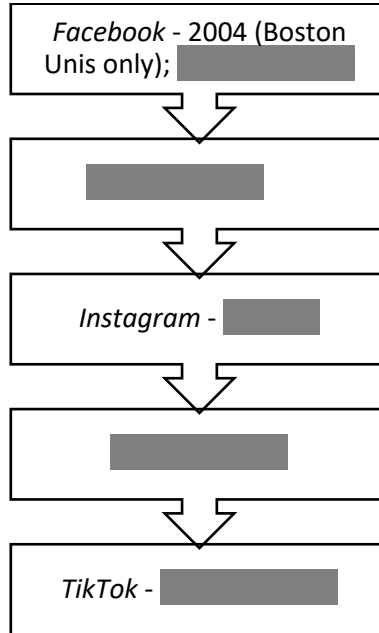
1. Hello, this talk is about the differences between British and American English  are the same in both  One area is the use of vocabulary. I'll give you a few examples. In British English....

British English	American English
<b>1. Vocabulary – some diff.</b>	
E.g. Pavement <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 1em;"></span> Trousers	Sidewalk <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 1em;"></span> <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 1em;"></span>
<b>2. Spelling – use of 'z' or 's' &amp; with/without 'u'</b>	
E.g. Organise, <span style="background-color: #cccccc; display: inline-block; width: 50px; height: 1em;"></span> realise <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 1em;"></span>	Organize, <span style="background-color: #cccccc; display: inline-block; width: 50px; height: 1em;"></span> <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 1em;"></span>

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

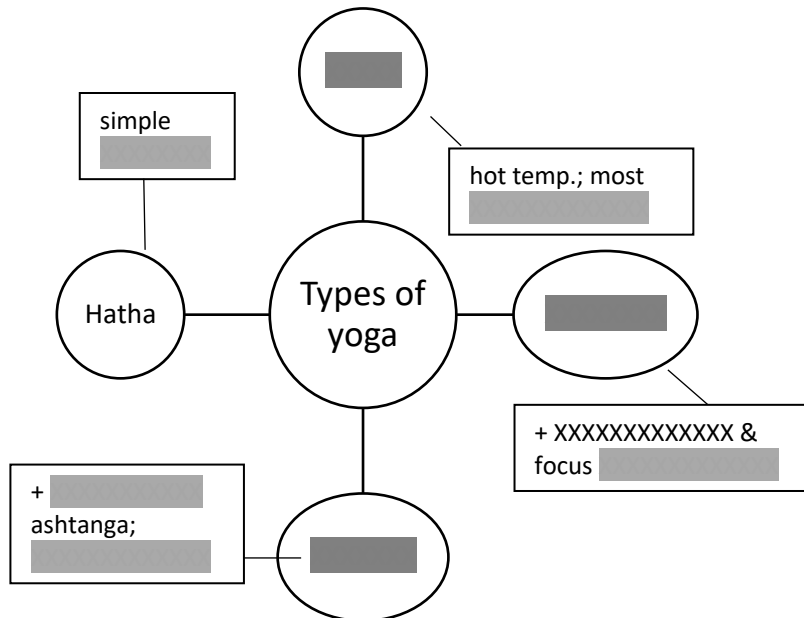
2.

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....

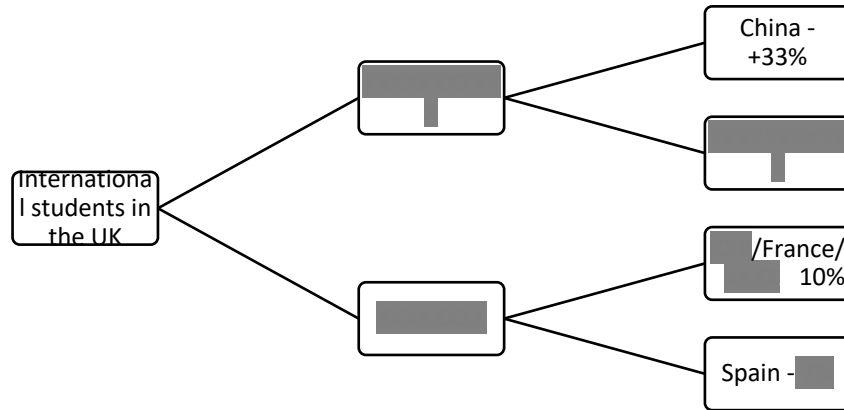


**ALL ANSWERS & TRANSCRIPT INCLUDED IN THE PAID VERSION...**

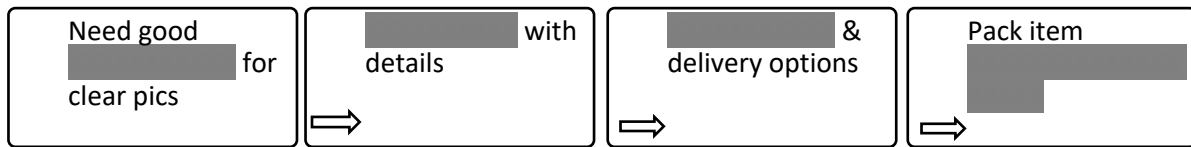


4.

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 ...



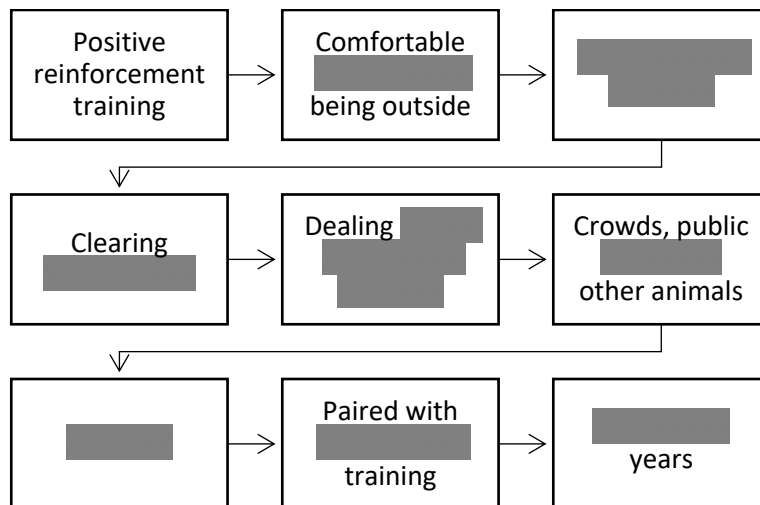
5. Welcome to today's presentation on how to sell second-hand clothes online. Firstly, it is crucial to invest in a decent camera and lighting as the pictures must show the item accurately to avoid any potential problems. Following this, a clear description ...



**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...

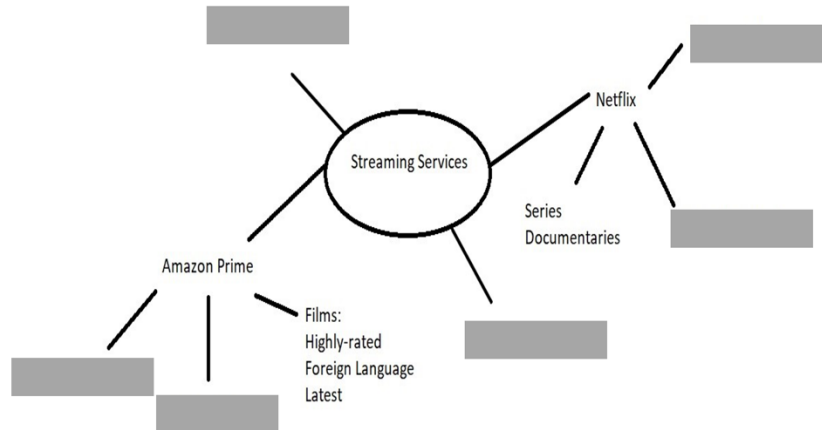


**ALL ANSWERS & TRANSCRIPT INCLUDED IN THE PAID VERSION...**

**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 ,,,,



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

**Worksheet 4: High Street key points of the lecture**

**Lecture**

- The decline of the British high street.
- Brief history / current situation / econ. & soc. effects / solutions. Task?

**Brief history.**

- Since 17<sup>th</sup>C (peddlers & market stall holders = perishable goods).
- Mid 19<sup>th</sup>C improv. trans. and manuf. = fixed premises = wider products.
- Early 20<sup>th</sup> C = 1st department store....

**British high street lecture transcript**

*F. Shirani (2020)*

*Hello, my talk today is about the decline of the British high street, and I shall be discussing four key points. I shall start with a very brief history of the high street followed by the current situation. I'll then move on to the economic & societal effects that follow a decline. After that I shall look at some of the solutions that have been implemented in some high streets in Britain, and finally I will set you a little task to do.*

*So let's start with a brief history. High street shopping has been part of the British retail experience since the 17<sup>th</sup> century when peddlers and market stall holders would sell perishable goods. By the mid 19<sup>th</sup> century, with ....*

**ALL NOTES & TRANSCRIPT INCLUDED IN THE PAID VERSION...**

## 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...**