

Note-taking Methods 2

EXAMPLE

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

Time: 60 minutes & homework task.

Delivery: This lesson can be delivered face-to-face or online.

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.
- Feedback: nominate one or two students to share ideas.
- Students complete **task 2**: abbreviations and symbols.
- Feedback: distribute or project **worksheet 1 task 2 ANSWERS**.

Guided Practice

- Distribute or project **worksheet 2**.
- Students look at example of linear notes (**task 1**), complete listening and note taking exercise (**task 2**) and then compare with a partner and the **model notes**.
- Distribute or project **worksheet 3**.
- Students look at example of the spider gram (**task 1**), complete listening and note taking exercise (**task 2**) and then compare with a partner and the **model notes**.
- Distribute or project **worksheet 4**.
- Students look at example of the table (**task 1**), complete listening and note taking exercise (**task 2**) and then compare with a partner and the **model notes**.
- Distribute or project **worksheet 5**.
- Students look at example of a combination of methods (**task 1**), complete listening and note taking exercise (**task 2**) and then compare with a partner and the **model notes**.

Freer Practice

- Students listen to a longer lecture on 'fast fashion' & take notes (**worksheet 6 task 1**).
 - 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

- Answer the following questions and then compare with your partner.

Question	Answer
1. Do you enjoy taking notes?	
2. Do you take good notes?	
3. What [redacted] you use?	
4. Why do students need to take notes?	
5. Do you need to [redacted] exam?	

Task 2

- One strategy for taking good notes is to use abbreviations and symbols. What would you use for the following words? Complete the table with your partner.

Word	Abbreviation	Word	Symbol
Development		Increase/decrease	
Education		[redacted]	
Definition		Is greater than	
[redacted]		Is less than	
For example		[redacted]	
Information		And	
[redacted]		Therefore	
Especially		[redacted]	
[redacted]		Leads to	
Maximum/Minimum		[redacted]	

- Add some of your own to the table below. Then compare with a partner.

Word	Abbreviation	Word	Symbol

Worksheet 2: Listening & Note-taking

Task 1

- One common way to make notes is using a linear method. You can organise your notes using headings, numbers and bullet points. Look at the examples:

Example 1	Example 2
<p>1. Causes of glob. warm.</p> <ul style="list-style-type: none"> • Farming – overgrazing, irrigation • [REDACTED] • Waste • [REDACTED] 	<p>Causes of glob. warm.</p> <ol style="list-style-type: none"> 1. Farming – overgrazing, irrigation 2. [REDACTED] 3. Waste 4. [REDACTED]

Task 2

- Listen to a two-minute lecture on public health campaigns. Take notes using the linear method and try to use as many abbreviations and symbols as you can.

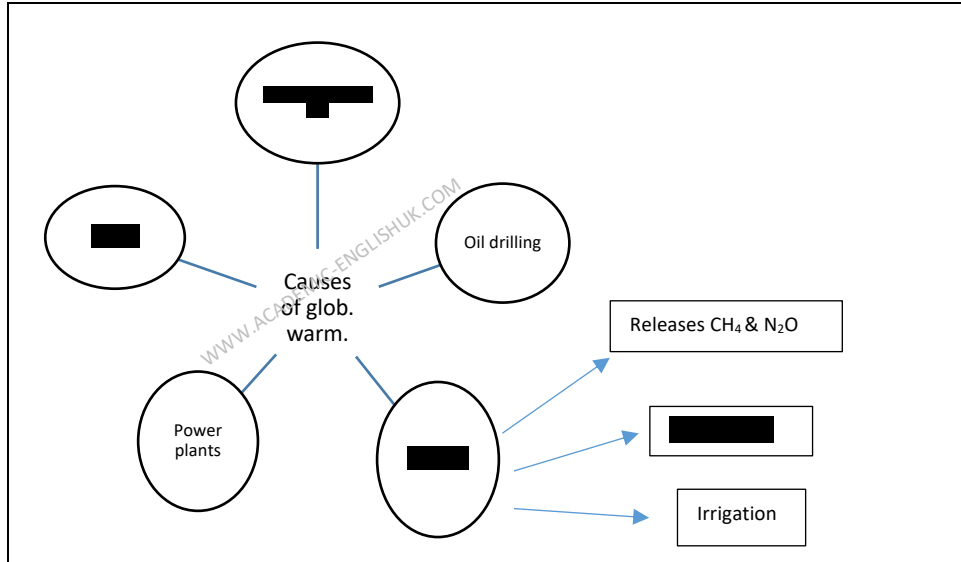
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- Compare with a partner:
 1. Have you selected the same main points and supporting detail?
 2. Have you used headings, [REDACTED]?
 3. [REDACTED] abbreviations and symbols?
 4. Where could you have used more [REDACTED]?
 5. Compare with the model answer.

Worksheet 3: Listening & Note-taking

Task 1

- Another common method for taking notes is to use a spidergram (mind map). This is a good way to show relationships between ideas. Look at the example:



Task 2

- Listen to a two-minute lecture on reasons for the decline in printed newspapers. Take notes using a spidergram. You can still use abbreviations and symbols to save time.

- Compare with a partner:
 1. Have you selected the same main points and supporting detail?
 2. Have you used headings, [redacted]?
 3. [redacted] abbreviations and symbols?
 4. Where could you have used more [redacted]?
 5. Compare with the model answer.

Worksheet 4: Listening & Note-taking

Task 1

- Another common method for taking notes is to use a table. This is a good way to show comparison of two things. Look at the example:

Prod.	Apple iPhone 12 Pro Max	Samsung Galaxy
Dimensions:	160.8 x78.1x7.4mm.	[REDACTED]
Screen sz:	6.7 in.	6.9 in.
Res.:	[REDACTED]	3200 x 1440
Security:	Face ID.	[REDACTED]
Cols:	Graphite, Silver, gold, pacific blue.	Cosmic grey, cosmic black, cloud white.
Price:	[REDACTED]	£1,1149 – 128 GB.

Task 2

- Listen to a two-minute lecture on which factors influence our sleeping habits and their effects. Take notes using a table. You can still use abbreviations and symbols to make your notes more effective.

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- Compare with a partner:
 1. Have you selected the same main points [REDACTED]
 2. [REDACTED]?
 3. Have you used abbreviations and symbols?
 4. Compare with the model answer.

Worksheet 5: Listening & Note-taking

Task 1

- Most of the time we take notes using a variety of different methods. We may start with linear but then we may include a spider gram to show cause and effects or a table to show comparison. Look at the following example:

Fintech (portmanteau of finance & technology)

- Def: new fin. technologies to enhance & automate use & del. of fin. services.
- Services = [redacted], pay. wallets, peer-to-peer lending, [redacted]
- Lecture: compare 2 pay systems: [redacted].

PayPal	Stripe
Est. 1998 – Calif.	Est. [redacted]
Rev. [redacted]	Rev. \$450 M. 2019.
Avail: 202 countries.	Avail: [redacted]
Top user: [redacted]	Top user: US – 80% all trans.

- Which is better? PayPal 4 sm bus. & Stripe 4 big bus.

Task 2

- Listen to a two-minute lecture on the impacts of bike lanes in cities. Take notes using the linear method and a table.

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- Compare with a partner:
 1. Have you selected the same main points and supporting detail?
 2. Have you used headings, [redacted]?
 3. [redacted] abbreviations and symbols?
 4. Where could you have used more [redacted]?
 5. Compare with the model answer.

Worksheet 6: Note-taking Practice

Task 1

- You're going to take a set of notes on 'Fast Fashion'.
 - Video: [Link included in paid version](#)
 - MP3: [Link included in paid version](#)
- 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 	
Included the supporting detail?	
Organised their notes from the lesson?	
Used abbreviations?	
	
Written clearly?	

Note-Taking **ANSWER KEY**

Worksheet 1

Task 2

Word	Abbreviation	Word	Symbol
Development	<i>Devel.</i>	Increase/decrease	↕
Education			
Definition	<i>Def.</i>	Is greater than	
		Is less than	<
For example			
Information	<i>Info.</i>	And	&
		Therefore	

ALL ANSWERS INCLUDED IN THE PAID VERSION

Worksheet 2 TRANSCRIPT

Task 2

Hello, this talk is on the topic of the most popular public health campaigns in the UK. At the beginning of the year, many people may decide to give up alcohol for a whole month, also known as *Dry January*. The idea behind the

Public health campaigns in the UK

A. Dry January

- i. [REDACTED]
- ii. review drink. habits
- iii. [REDACTED]

B. Veganuary

- i. [REDACTED]
- ii. plant-based diet
- iii. [REDACTED]

C. On Your Feet

- i. [REDACTED]
- ii. Office wrkrs etc.
- iii. [REDACTED]
- iv. improve perform. @ work

D. [REDACTED]

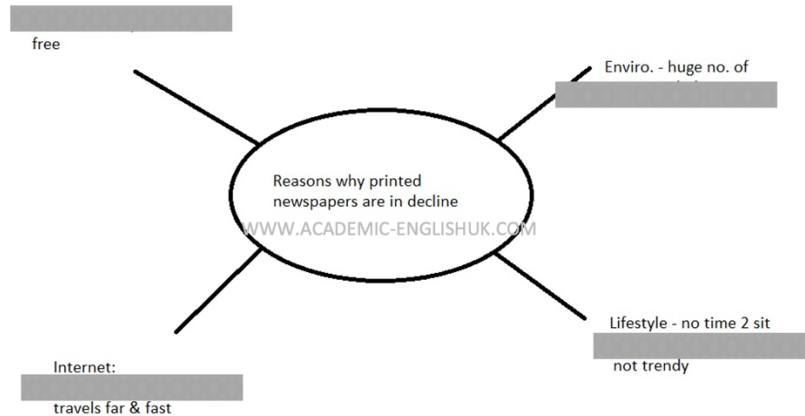
- i. in Oct.; 1 mth
- ii. [REDACTED]
- iii. 5x +likely stop 4 good

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

Worksheet 3

Task 2

Good morning. In today's talk I will discuss some of the reasons why printed newspapers are on the decline. Perhaps the biggest influence on newspaper circulation has been the invention of the Internet. These days, anyone.....



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

Worksheet 4

Task 2

Good morning. Today's presentation is about which factors influence our sleeping habits and their effects. According to the NHS, a third of adults suffer from sleep deprivation, mainly due to four main factors. Firstly, and the most significant factor, is ...

Causes	Effects
[redacted] →	[redacted]; mental health ↓
No exercise →	can't relax
[redacted] →	[redacted]
Elec. devices →	disrupts body clock = [redacted]

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

Worksheet 5

Task 2

Hello and welcome to today's lecture on the pros and cons of bike lanes in UK cities. Many cities in the UK have begun to follow their European counterparts by installing cycle lanes in and around major city centres. Although bike lanes in countries such

Bike lanes

- well-estab. in NL & DK
- [redacted]
- 1st city – Bristol
- 1 poss. way to ↓ [redacted]

Pros		Cons	
[redacted]	[redacted]	planning's v. import.	
air quality ↑	carbon footprint ↓	[redacted]	[redacted]
[redacted]	[redacted]	– space 4 cars	→ + congestion
urge others 2 cycle		[redacted]	[redacted]

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

Worksheet 6: Key points of fast fashion lecture

Lecture Focus

- Fast fashion (FF) = impacted our planet.
- Lecture focus: rise of FF/ env. effects

What is fast fashion?

- Cheap, chic clothes (Zara and H&M)
- Inexp. / fashionable NOT high-quality materials. Worn a few times only.

History

- 1960s: Dr. Elizabeth Moreno - cheaper clothes...
- ...

Fast Fashion Lecture

S. Williams (2020)

Hello. In today's lecture we'll be talking about the global phenomenon of fast fashion, and how it has impacted our planet. We'll start by looking at what led to the dramatic rise of fast fashion, and then look at the major environmental effects it has had, and continues to have, on the world around us.

So, first of all, what is fast fashion? It's a term used to describe the cheap, chic clothes available in the big clothing stores like Zara and H&M. These clothes are.....

FULL NOTES & TRANSCRIPT INCLUDED IN THE PAID VERSION...