

WRITING TIP

STUDY SKILLS: Think before you write

One of the most important parts of writing is the preparation. Before you write anything, think about the topic and make a note of as many ideas as you can. If you have too many, you can easily delete some later!

In this Writing Worksheet you will learn some useful ways to improve and speed up your note-writing methods..

Practice

1 Collective nouns can sum up a list. Can you match these collective nouns with their meanings?

- | | | | | |
|---|------------|--------------------------|---|---|
| a | collection | <input type="checkbox"/> | 1 | a lot of soldiers belonging together |
| b | crew | <input type="checkbox"/> | 2 | a group of the same kind of item |
| c | choir | <input type="checkbox"/> | 3 | a group of people who work together |
| d | army | <input type="checkbox"/> | 4 | a group of students |
| e | team | <input type="checkbox"/> | 5 | a large group of singers |
| f | bouquet | <input type="checkbox"/> | 6 | lots of flowers held together |
| g | class | <input type="checkbox"/> | 7 | a group of people who play sport together |

2 Now use one of the collective nouns to finish these sentences.

- a The bride held a _____.
- b The _____ sang beautifully.
- c The teacher took her _____ to the museum.
- d We need a new _____ for the ship.
- e There's a huge _____ in the National Portrait Gallery.
- f Many people joined the _____ to defend their country.
- g What football _____ do you support?

3 Using a spidergram or a table can be a good way to summarize notes. Read these notes and then fill in the spidergram and table with a summary of them. Remember to use symbols, abbreviations and collective nouns where possible.

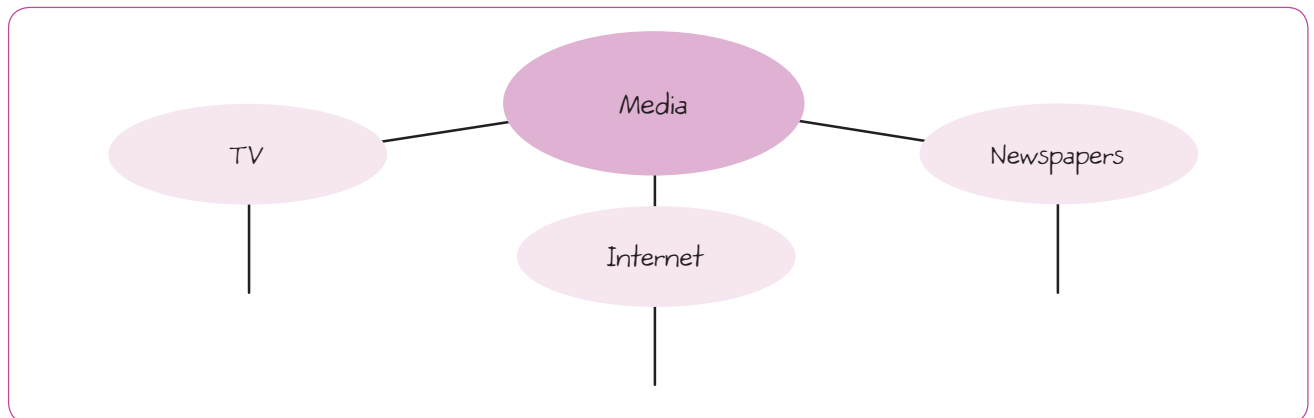
Advantages and disadvantages of using different media.

TV can be watched together as a family or with friends but we have to agree what to watch.


Reading newspapers gives lots of details but need time to read it. Read alone.

Surfing the internet means lots of information available but can be dangerous for young people. Read alone.

Medium	For	Against
TV		
Newspapers		
Internet		



Reflect

- 4  Which method do you prefer and why? Is there a better way for you to summarize notes? What is it? Discuss with your partner.
- 5 Share your ideas about what is the best way to summarize notes with the rest of the class.
- 6 Look at the table of useful abbreviations and symbols. Write the abbreviations/symbols in the box next to their meaning. Check your answers with the teacher, then keep the table as a reminder.

∴ etc.	ppl w/	#	vs w/o	N.B. cf	e.g. b4	min yr	max i.e.
-----------	-----------	---	-----------	------------	------------	-----------	-------------

people		maximum	
remember this		in other words	
number		versus	
minimum		without	
with		compared with	
et cetera		because	
for example		year	
before			