

Warm up

Write notes related to an anecdote on the board: it can be an episode in your life (holiday, accident, etc.), a film students have seen or a book they've read. Ask students to tell you what happened based on the notes. After they have attempted to reconstruct the story, you can make the necessary corrections and add further details. Tell them that this demonstrates the importance of good note taking in their studies. Alternatively, this task can be done with the notes in the **Factsheet** regarding time off work due to illness.

Using the Factsheet

There are three possible ways to use the Factsheet:

- 1 Give students the **Factsheet** before the lesson, so they can read it at home and come to the lesson prepared to do the **Worksheet**. If you use this approach, start the lesson by checking that all students have read and understood the **Factsheet** and answer any questions.
- 2 Give students the **Factsheet** at the beginning of the lesson and start by working through it with the students.
- 3 Focus on the **Worksheet** in the lesson, then give students the **Factsheet** at the end of the lesson, so they can take it home and keep it as a reference or revision tool.

Theory to practice

Suggested answers

- 1 This is Shizuka Arakawa. She says: 'It's nice to meet you! How are you?'
 Shizuka Gozen was a famous Japanese dancer a long time ago. That's why her name is Shizuka. Shizuka has another name – a nickname. It's 'Cool Beauty'. Can you guess why?
 She's from Shinagawa in Tokyo, the capital of Japan. It's by the sea. Tokyo is a very busy city. There are millions of people and thousands of shops. It's great.
 For her job, Shizuka wears dresses and special boots. So, what does she do? Can you guess?
 She has a degree from Waseda University. But she doesn't study now. She has another job. Any ideas?
 Shizuka has a pet dog. Her name is Charo. She's a shih tzu. Shizuka misses Charo when she travels.
 When she travels, Shizuka listens to music. She's a fan of Christina Aguilera. And she likes Beyoncé. They're singers from America. She really likes Mai Kuraki. She's Japanese too. They're friends!
 So, what does Shizuka do? Can you guess? Well ... She's a skater. That's right – an ice skater. Or, a figure skater. Ice skaters have strong legs and excellent balance. Shizuka's dancing is really beautiful. You see, Shizuka is the 2004 World Champion! And ... She's the 2006 Olympic Champion too. She says: 'Wow! I can't believe it!'
 Shizuka is very, very famous in Japan. Sometimes, she's in the newspapers. Everyone knows her! These days, she skates at ice shows. And she works with children. She loves it! She's very happy.

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SHIZUKA ARAKAWA

- named after Shizuka Gozen (famous Japanese dancer)
- nickname: Cool Beauty
- from Shinagawa (Tokyo, Japan)
- has degree from Waseda University
- has shih tzu called Charo
- likes Christina Aguilera, Beyoncé and Mai Kuraki (friends)
- job: figure skater / champion (World: in 2004 / Olympic: in 2006)

- 3 Students should reflect on the amount of notes they take and their relevance.

Using the Worksheet

Practice

1 Mark the sentences according to the key below.

- Ask students to complete the task.
- Once you have checked answers, ask students why these strategies are important and if they do them already.

Answers

1 b 2 b 3 c 4 a 5 b 6 c

2 ▶ 01 You're going to listen to five people talking about their gadgets. Match the people to the notes.

- Ask students to read and try to make sense of the notes. What gadgets might they be talking about?
- Play the recording once. Students match the names to the notes. Play a second time, pausing after each person, for students to correct their work.

Answers

a 4 b 5 c 1 d 2 e 3

Transcript

- a Amir** Everybody needs one of these. I always have it with me when I go out and use my smartphone a lot. I really like this model because it's very compact and slim. It means I can carry it in my laptop bag or even in my jacket pocket. It works with all Android and Windows phones. I really like the design and the way the charging cable fits into the body of the charger. I think it's a really useful gadget.
- b Marti** It's very fast and it's very responsive. When I'm surfing the internet, pages download in seconds. I love the look of it too. I think it's very stylish. It goes everywhere with me, and it's so small I can fit it in my jacket pocket. It takes great photos, and the sound quality for calls is very good, too. I also use it for getting onto Facebook and my Twitter account. It's really very versatile. I use it for everything. I can't live without it.
- c Bo** I mainly use these when I'm travelling to work on the bus. They're great when I don't want to hear other people's music and conversations. They certainly aren't very stylish, but these ones are very light and comfortable to wear. And for the price, I think the sound quality is great. I also use them in the evening when my flatmates are watching TV and I want to listen to music. They block out the noise of the TV really well.
- d Jodi** I love this gadget. It's very easy to use. I just put it on and forget about it all week. I can sleep with it on, and it's waterproof so I don't take it off when I shower. It has a long battery life, so I only need to charge it once a week. It comes in two sizes, small and large. The small size is perfect for my wrist. I mainly use it for tracking my activities during the workday. My goal is 10,000 steps every day. I like it because it's good motivation for me to be more active.
- e Rachel** It's very easy to use, and it's small, so I can carry it in a beach bag or in my rucksack. You can drop it and it doesn't break. And it's also waterproof to 35 metres, so it's perfect for when I'm snorkelling or doing other water sports. For me, it's just what I need, a simple 'point and shoot' device that takes great underwater shots and isn't expensive. I always take this with me when I go on beach holidays.

3 ▶ 01 Listen again and complete the rest of the notes below.

- Ask students to read the task and try to remember any answers.
- Play the recording again. Students complete the gaps. Elicit correct answers.

TIP

Get students to read the tip. Ask if they had any difficulty with spelling in the task, or if there are any words they often misspell.

Answers

- 1 sound / TV
- 2 10,000 / active
- 3 shots / expensive
- 4 design / cable
- 5 Twitter / everything

4 ▶ **02 Now listen to a lecture about professional athletes and makes notes in the word map below.**

- Instruct students to identify the five main points and any relevant details of each one. Play the extract once. Students make notes. Play again; students complete their notes.

Suggested answers**Transcript**



My first point is about targets. In sport, people need to have a target. For example, Usain Bolt is a target for lots of other runners because he is the fastest runner in the world. A time can also be a target. For example, I ran a race in two minutes last week. I want to run my next race in one minute and fifty seconds.

My second point is about teamwork. Many successful runners work with a team of professionals, for example, a trainer, a doctor and other runners. With the right team and the right help an athlete can improve their performance and have less injuries.

My third point is about eating and sleeping. The athletes I work with are careful about their diet. Getting the right amount of sleep is important, between eight and ten hours per night when they are training hard. You can't go to late-night parties or go to bed late.

My next point is about learning from your mistakes. Athletes can lose a game or make a bad decision. An athlete needs to learn from their mistakes and do better next time.

This brings me to my final point, the importance of being mentally strong. Winning a race is about physical ability and training hard. It's also about being mentally strong. You should stay calm when you are under pressure.

- 5**  **Compare with a partner. How are your notes similar/different?**
- Students compare their answers. Make sure they understand there are different possibilities, but they should discuss how relevant the notes they made are.
- 6**  **Make notes about what you have learnt about listening to take notes. Present your findings to the group.**
- Ask students to discuss in groups the strategies learnt in this lesson. Students make notes. Elicit some answers.

Reflect

- 7** **Read the transcript and answer the questions below.**
- Students read the transcript and answer the questions to reflect on their note taking.
 - Encourage them to reflect on how they can improve when next taking notes.