

 Take notes while listening (1)

Student name: _____

Class: _____

Date: _____

Practice

1 Mark the sentences according to the key below:

- | | | |
|---|---|--------------------------|
| a | to do before listening | |
| b | to do while listening | |
| c | to do after listening | |
| 1 | Use abbreviations and symbols. | <input type="checkbox"/> |
| 2 | Don't write exactly what they say. | <input type="checkbox"/> |
| 3 | Include extra notes with your opinions. | <input type="checkbox"/> |
| 4 | Make sure you have the right equipment. | <input type="checkbox"/> |
| 5 | Write short sentences. | <input type="checkbox"/> |
| 6 | Check your notes to see if they make sense. | <input type="checkbox"/> |

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

a Amir	b Marti	c Bo	d Jodi	e Rachel
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- | | | | | |
|--|--|--|--|---|
| 1 <ul style="list-style-type: none"> • work on bus • not stylish • light + comfortable | 2 <ul style="list-style-type: none"> • easy to use • waterproof • long battery life (charge 1 x/w) • 2 sizes: small/large | 3 <ul style="list-style-type: none"> • easy to use + small • doesn't break if u drop • waterproof: 35m • perfect f/ snorkelling | 4 <ul style="list-style-type: none"> • compact and slim in laptop bag / pocket • w/ Android and Windows | 5 <ul style="list-style-type: none"> • fast + responsive • ✓ stylish look • takes great photos • great sound quality |
|--|--|--|--|---|

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

- | | | | | |
|--|---|---|--|--|
| <ul style="list-style-type: none"> • great _____ • block out _____ noise | <ul style="list-style-type: none"> • goal: _____ • motivates me to be + _____ | <ul style="list-style-type: none"> • great underwater _____ • not _____ | <ul style="list-style-type: none"> • really like _____ • charging _____ fits into body | <ul style="list-style-type: none"> • for Facebook and _____ • use it for _____ |
|--|---|---|--|--|

TIP

Don't be distracted by spelling when you are taking notes. If you're not sure how to write a word, use any spelling, then check after you have finished listening.

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



- 5** 👤 Compare with a partner. How are your notes similar/different?

Over to you

- 6** 👤 Make notes about what you have learnt about listening to take notes. Present your findings to the group.

Reflect

- 7** Read the transcript and answer the questions below.

- | | | |
|----------|--|-----------------|
| a | Did you leave out any important information? | YES / NO |
| b | Did you include any information that's not so important? | YES / NO |
| c | Are your sentences too long or too short? | YES / NO |
| d | Did you use any abbreviations and symbols? | YES / NO |
| e | Do you think you will be able to understand your notes in a couple of weeks? | YES / NO |

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.