

Student name: _____

Class: _____

Date: _____

- 1** When summarizing notes, you will want to use the quickest way to write. Abbreviations and symbols help with this. You have already seen this in C21 English for the 21st Century, Level 3. Here are some useful abbreviations and symbols. Write the abbreviations/symbols in the box next to their meanings.

∴ etc.	ppl w/	# w/o	vs	N.B. cf	e.g. b4	min yr	max i.e.
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people		maximum	
remember this		in other words	
number		versus	
minimum		without	
with		compared with	
et cetera		because	
for example		year	
before			

Practice

- 2** 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 |

- 3** Now use one of the collective nouns to finish these sentences.

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

- 4** 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.

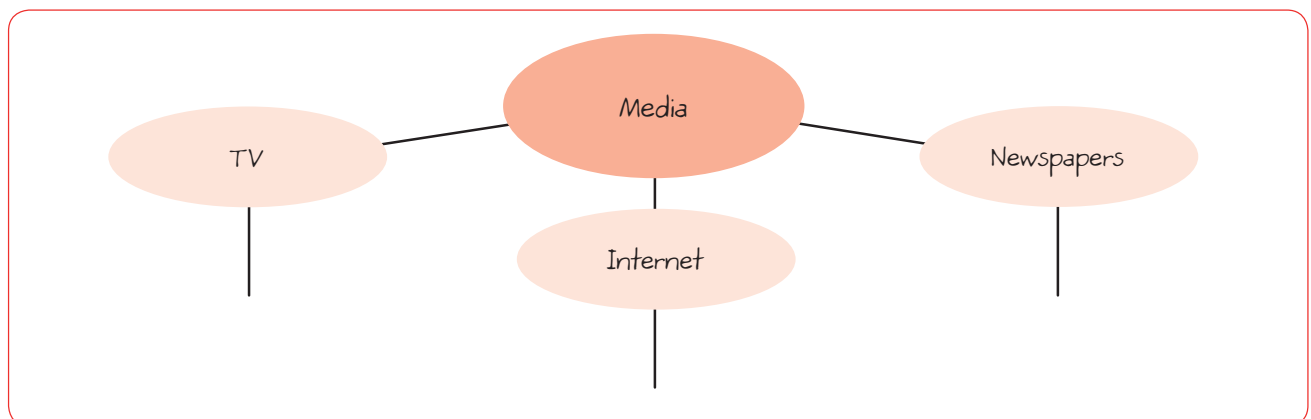
Advantages and disadvantages of using different media.


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		



- 5**  Which method do you prefer and why? Is there a better way for you to summarize notes? What is it? Discuss with your partner.
- 6** Share your ideas about what is the best way to summarize notes with the rest of the class.