



Student name: \_\_\_\_\_

Class: \_\_\_\_\_

Date: \_\_\_\_\_

 A student has made notes about the **Basics** and **The academic context** sections of the Factsheet. In pairs, discuss the following:

- 1 Do you like the way the notes have been made? Would you have done it the same way or differently? Why?
- 2 Use the notes to discuss the advice given in the **Factsheet**.



Why making notes? Attend lecture? Write summary? Give presentation?

<p>Passively ✗</p> <ul style="list-style-type: none"> <li>• make notes without thinking</li> <li>• highlight or underline text</li> <li>• cut and paste sections</li> <li>• copy complete sentences</li> </ul>	<p>actively ✓</p> <ul style="list-style-type: none"> <li>• ask questions before reading</li> <li>• check questions answered / opinions challenged</li> <li>• use your own words</li> <li>• cover text / make notes from memory</li> </ul>
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Keep notes brief / be selective.  
 Space notes / show relationships between main ideas

## Practice

 **1** With a partner, discuss which note-making approaches are best in each situation below.

- a You read a simplified biography of a famous scientist.
- b You read a text about various challenges that people face at work.
- c You read a text about the pros and cons of living in large cities and in the countryside.
- d You read a text explaining how plastic bottles are recycled.
- e You read a text about animal classification.
- f You need to read three texts that explain events leading up to the First World War.

 **2** Read the text below. Then in pairs assess the notes that different students have made.

### Trends in health and lifestyles

Two thousand years ago, life expectancy was between 20 and 30 years. Now it is between two and three times this figure. We also know that people live about 20 years longer today than 50 years ago.

However, experts say that young people these days are actually less healthy than their parents were at the same age. Young people today have more money, and can afford to live healthy lives but a lot of people eat processed food full of salt, sugar and fat. This has caused a big increase in obesity and heart problems. In the past, people ate less and also ate less processed food – food was fresher and more natural.

Nowadays, many people spend a lot of time sitting down at their desks using a computer, whereas in the past people worked in more physical jobs that kept them active and fit. Work-related stress is more common now, possibly because we all spend so much time staring at a computer screen. And at the same time the pace of city life gets faster and people work longer hours. Smartphones and computers mean that work never stops. Life was slower and people had more free time 50 years ago. When you finished work at 5 p.m. you went home and relaxed. You didn't sit on a subway train checking emails, texts and Facebook updates on your smartphone.

## Marwa's marking of the text

not natural / with chemicals

However, experts say that young people these days are actually less healthy than their parents were at the same age. Young people today have more money, and can afford to live healthy lives but a lot of people eat processed food full of salt, sugar and fat. This has caused a big increase in obesity and heart problems. In the past, people ate less and also ate less processed food – food was fresher and more natural.

## Abdulla's notes

Life expectancy between 20 and 30 2000 thousand years ago. Now two / three times this figure. People live about 20 years longer than 50 years ago.

## Nylah's notes

12000 y ago – L.E. 20 – 30

Now L.E 50 – 90

L.E. now approx. 20 ys more than 1970

## Nihad's notes

50 years ago

people ate less.

food fresh / natural

physical jobs

slower life / work stops 5 pm


now

Young more money but eat proc. food – salt / sugar / fat

more obesity / heart probs

workers sit / use computers

fast pace of life – people work more on way home

- 3** Cover the text then look at the four sets of notes in Exercise 2 again. Which would be more useful for you if you were giving a talk on the topic?
- 4**  Work with a partner. Use only the notes from Exercise 2 to talk about the topic of the text.
- 5** Read the text below and make notes. Try to use different approaches for different parts of the text.

## Are you still concentrating?


Scientists in Canada have shown that our attention span has dropped significantly since mobile technology became central to our lives. In the year 2000, as the mobile revolution began, we were able to concentrate continuously for approximately 12 seconds. By 2015, that figure had dropped to just eight seconds. But is mobile technology really to blame for this change?

Some of the statistics related to mobile technology are certainly surprising. For example, the average office worker checks their email inbox 30 times every hour, and the average person in the UK picks up their phone 1,500 times a week. These figures suggest a short attention span, but is this a problem?

There is no denying the ability to concentrate for a period of time is an important skill. Not only is it necessary for effective studying and productive work, it has also been shown to affect our mood. One study found that 'mind wandering' (not thinking about what we are doing at that moment) can lead to unhappiness. It seems that thinking about the past can lead to feelings of regret, while thinking about the future can lead to worrying. Focusing on a task, however, keeps our minds in the present and can therefore help to keep us happy. Some people believe there is a connection between today's shorter attention spans and rising levels of unhappiness, and even depression.

However, other studies suggest it is not all bad news for the mobile generation. The evidence shows that although we are only able to concentrate for short periods, we have developed more multi-tasking skills. We are more able to do several things at the same time than previous generations. In addition to this, it seems we are better at identifying what information is useful to us and what is not. This probably explains why only 4% of webpages are viewed for more than ten minutes.

In conclusion, it may not be that our ability to concentrate has become worse, but simply that it has changed.

- 6**  Compare your notes from exercise 5 with four classmates. Explain why you have used the approach you have. Decide which classmate's notes are most efficient.

## Reflect

- 7** Look back at the notes you made in Exercise 5 and answer the following questions about them:
- Could you use them to write a summary or give a presentation?
  - What is the most important thing you learnt about making notes from this Worksheet?
  - What can you do to make notes more efficiently in the future?