

Worksheet 2

Note taking guidelines

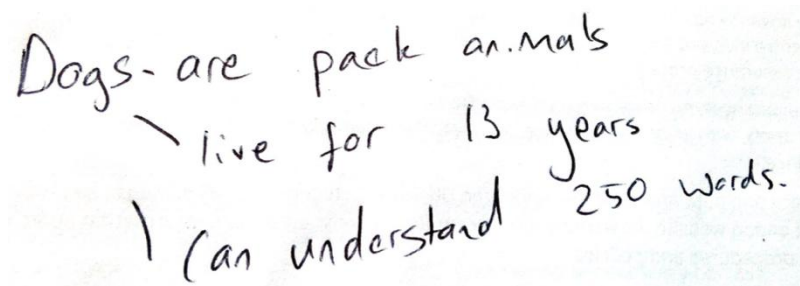
1. In the ISE I Speaking & Listening exam you will have to listen to a text and take notes on it. Talk with your partner about how good you are at taking notes and how you do it.

a. Listen to the following text and take notes.

b. Compare your notes with your partner. What things did they get that you didn't? Why do you think you missed it?

2. Look at the following tips about note-taking and decide which ones are true or false. Compare with your partner and tell them why.

- a. Try and write down every word you hear.
- b. Number the points you hear, e.g. 1. Dogs have a good sense of smell.
- c. Shorten common words that are long, e.g. 'interesting = int/inter'.
- d. Write down articles (an, a, the).
- e. Write down nouns, adjectives & verbs.
- f. To avoid repeating words use dashes to organise your ideas, e.g.



A photograph of a piece of paper with handwritten notes in blue ink. The notes are organized using dashes to connect related information. The text reads: 'Dogs - are pack animals', followed by a dash and 'live for 13 years', followed by another dash and 'can understand 250 words.'.

- g. It's a good idea to practise writing down numbers quickly
- h. Make sure you note down the unit of a number. You can shorten it to make this easier. E.g. miles (m), kilometres (km) pounds (£).

Worksheet 1

- 3. Now listen to the next text and take notes. Try to use some of the tips from the list in question 2. Compare your notes with your partner afterwards.**

- 4. Your teacher will give you a text. Read it and write 6 questions about it. Check them with your teacher.**

- 5. Now read your text out to your partner two times. They take notes while you read. Afterwards, ask them your six questions and see how many they can answer using your notes. Swap roles after so you can practise too.**

Worksheet 2**Teacher support – stems, statements and subjects**

Below you will see some question and sentence heads which you can write on the board if necessary to help students maintain their conversations about the following six topics:

Travel**Fashion****Health and fitness****Money****Rules and regulations****Learning a foreign language**

Question heads:

What's your opinion about...?

What do you think about...?

How interested in...are you?

Sentence heads:

It's an interesting subject because...

I like talking about this topic as...

I think it's of interest because...

There are also some possible prompts below for each topic that you can ask students to help stimulate their conversations if necessary.

Travel

Do you agree with people who say 'travel broadens your mind'?

Money

Do you agree that it is more important to earn money than enjoy your job?

Fashion

Does the fashion industry put too much pressure on young people?

Rules and regulations

Do schools have too many rules and regulations for children to enjoy them?

Health and fitness

Are all people who eat fast food unhealthy?

Learning a foreign language

Do you think it is harder to learn a foreign language when you don't live in that country?