

Introduction to the Listening Course

WHY Taking Notes?

- Note-taking will be a significant part of your university education.



- You will be bombarded with tons of information at faculties!





Learn to take effective notes and save your future academic lives! 😊



- Taking notes in class is the initial step to survive in an academic setting because it helps keep you focused in class.

- Note-taking can extend your attention span!



If you just listen and not take notes in class, you can be easily distracted by thoughts that pop into your head! 😊

- Notes will help you remember better what you have heard or read.

Just taking notes is never enough!

- To make sense of what you noted down, you need to..

go over your notes

clarify some of the points that look unclear

organize your notes

(e.g. Outlining, mind-mapping)

write a summary of the key ideas discussed

Listening & Note-Taking in English

- What do you think makes *note-taking in English* difficult?
- What strategies might work to overcome those challenges?



- If you believe you are not a good note-taker, then there are things that go wrong for you..
- Then, let's go over what these weak points are.



Weak Point 1: Trying to note down everything that you hear!!



No surprise this is tiring and discouraging!

And almost **impossible!**

There is no such formula: 😊

Not alma hızı frekansı = Okuma hızı frekansı x t²

* Note down just words
(nouns/adjectives/verbs/adverbs)



Instead, be selective and note down
only KEY INFO.

HOW can one identify key information then?



notice *the signal words* highlighting
that important information is coming...

Some signal words highlighting key info:

The most severe effect of ...

... have an impact on....

I should underline that...

I ought to emphasize that..

I must point out

It's essential/useful that...

You don't need to note down the following:

1. Introductory remarks:

Today, I'd like to talk about something. I'm sure you've all heard about genetically modified or GM foods. Now that we've looked at some of the benefits of genetically modified plants, let's talk about the risks of growing this type of food. We don't know what the harmful effects are, but there are several things people are worried about.*

** We don't need to note down anything here, except the words 'GM foods' & 'risks'. From this statement, we expect the next information to be about the specific risks of GM Foods. **Don't miss them!***

2. The signal words themselves:

- *In this lecture, first I'll explain.... and then I'll....*
- *It is important to remember that*
- ***However, after these statements, we need to note down the coming information!***

Adjectives & Nouns signalling key info:

crucial/essential/ significant..

key/main/major (point)

Obvious/ clear/

Discussible/ questionable

Difficulty/ problem

Factor/issue/element

Advantage/benefit/

Disadvantage/ drawback

consequence...

Notice also some connectors:

since/as/for

due to/ thanks to

although/ in spite of

in contrast/ whereas

however/ but

in addition to/ moreover/apart from

similarly/ as to compare


for instance/ take the case of

such as/ like

Weak Strategy 2: Writing in full words!

- Legible speedy handwriting is essential in note-taking.
- If you want to increase your speed, do the following:
 - shorten the words (into meaningful units)
eg. / ex. (instead of 'example')
imp. = improve / important
SS = students , no = number, Eng. = English
 - use initials for any topic/term repeated throughout a lecture.
e.g GMF
CS = Culture Shock

- use symbols

*  → love

* → instead of 'lead to/ result in/ as a result'
e.g. *Global Warming → natural disasters*

* + → Moreover/and

* ≠ → different/not equal

*  → decline/lessen/decrease

*  → increase/boom

* / → or

What else to note down?

- Dates
- Numbers
- Names of people/places/organizations etc.
- Research topic, study subject

Be mentally ready for what to expect to listen..

- The title & (if given) the subtitles can give you clues about the content.

Example:

Overuse of Computers

1. Risks of Computer Use for Children

2. Results of Computer Abuse