



Listening test in EPE consists of 2 sections/parts with 14 questions in total with a 1,25 /2 points for each question. **Each recording will be played twice**, so you will have time to go over your notes, revise them and check your answers one more time.

Section/Part	Listening Skill	Number of Questions	Points
1	Note-taking	8	16
2	While listening	6	9

In Section/Part 1, you will listen to a semi-academic lecture of 7-10 minutes **twice** and take notes on a note-taking sheet. You will be asked to answer 8 multiple-choice questions using your notes.

### ABOUT NOTE-TAKING SKILL IN YTU PROFICIENCY EXAM

Note-taking is a vital academic skill for both 30% or 100% departmental courses at Yıldız Technical University and requires improved attention, lecture listening strategies and constant practice.

Everyone has their own way of taking notes during a lecture or a talk, but there are some ground rules that should be followed by everyone in order to take notes efficiently.

Before going on with the basic strategies, you should keep these tips in mind:

- 1. Don't try to write everything down!** It is not a dictation test. Not everything is important to note down. Be an active listener and try to pick what is important and what is not.
- 2. Don't be discouraged when you missed some points.** Leave enough space and try to catch it in the next listening.
- 3. Don't be stressed out when you see another student taking more notes than you.** Taking more notes does not necessarily lead to an effective note-taking.
- 4. Take neat and legible notes and organize your notes!** You should be able to read your own handwriting and find what you are looking for in your notes.
- 5. Don't focus on just taking notes. Spend your energy to actively listen to the content of the lecture.** If you are having difficulty in understanding what the lecturer says, spend more time on improving your listening comprehension skills.



## BASIC STRATEGIES FOR NOTE-TAKING

### ***BEFORE starting to take notes***

#### **Strategy 1: Brainstorm & predict what you will listen to.**

Have a look at your note-taking sheet. Look at the title of the talk, the sub-topics/sub-titles, pictures, etc. and think about the topic before you listen to the lecture. This will help you become familiar with the topic and help you remember the topic (key) words.

Guessing about the content will also help you listen more attentively. It will give you a reason to listen. Ask yourself: How does this relate to what I already know?

### ***WHILE taking Notes***

#### **Strategy 2: Follow the linkers and headings.**

*The note taking sheet is arranged to help you follow the text easily. The transition linkers and headings will help you notice where the speaker is. So, if you get lost while you are listening, you can find your place and continue taking notes by following the linkers and headings.*

#### **Example: See how the note-taking sheet matches with the transcript.**

##### **Excerpt from a Note-Taking Sheet**

**Listen to a lecture about “Endangered Species” and take notes.**

##### Reasons

- 1.** Destruction of Habitat:
  - a.** Ways of destroying habitat:
  - b.** Degradation of habitat:
- 2.** Illegal wildlife trade:

### Excerpt from the Transcript

1

The single most important cause of endangered species today is the **destruction of habitat** which is the natural home of a plant or animal. Most animals and plants are adapted to live and reproduce in a specific environment, or habitat. They cannot survive if they lose the specific habitat that they are adapted to live and reproduce in.

1a

There are many **ways that human activity destroys habitat**. However, people mostly destroy the habitat to create residential areas for themselves. For instance, forests, which provide habitat to many plants and animals, are cleared in order to build buildings for people to live in. Land is also cleared to prepare it for farmers to grow crops on. Many areas which provide habitat to many animal and plant species are often filled in, also to provide land for agriculture. In addition, people build dams on rivers in order to produce electrical power. So, clearing forests and lands and building dams result in the destruction of habitats that many plants and animals need to live and reproduce in.

1b

Closely related to the destruction of habitat is the **degradation of habitat**, which also endangers many species. What I mean by degradation is that habitat is not totally destroyed but it gets worse. Some examples of manmade causes that harm habitat are oil spills, water pollution, and acid rain. You probably have seen pictures in newspapers or on TV of dead or dying marine animals and birds that are covered with oil after an oil tanker accident. Human beings also cause water pollution, which endangers the survival of many fish and marine animals. Acid rain, which results from people burning fossil fuels, also harms many species of fish and many species of trees. To sum up, some of the things that are related to human activity that result in the degradation of the environment are oil spills, water pollution, and acid rain.

2

**Illegal wildlife trade** is another cause of endangered species. Although many governments have passed laws protecting endangered species, many animals are still illegally hunted. Some people hunt these animals for food.

### Strategy 3: Understand the topic & sub-topics

In the introduction part of the lecture, the lecturers usually give an overview of what they are going to talk about (topic) and the organisation of the talk. **Identifying the topic & sub-topics will help you understand what the speaker will talk about.**

**Some phrases will help you understand the topic.**

- *Today's lecture will focus on ...*
- *Our topic today is ...*



- *We'll be talking about ...*
- *What I want to discuss today is ...*

### Some phrases will inform you about the organisation of the content.

- *Our lesson has two parts ... First, you'll hear about .... Second, I'll talk about....*
- *I'll be explaining three subjects in this lecture. First, we'll look at ... then ... and finally, we'll move on to.....*

### Strategy 4: Pick the key information.

It is both time-consuming and unnecessary to try to note down everything you hear during the lecture. Therefore, you need to **select key information** such as main ideas and examples.

#### Example:

The speaker says "There are many ways that human activity destroys habitat. However, people mostly destroy the habitat to create residential areas for themselves."

Your notes should be like;

Ways of destroying habitat: *human activity- residential areas*

### Strategy 5: Focus on the content words.

**Content words** are nouns, verbs, adjectives, and adverbs. They are the words which carry meaning.

**Function words** are articles, prepositions, pronouns, conjunctions, and auxiliary verbs. They show grammatical relationships. Their meaning depends on how they are used in a sentence.

#### Example:

##### an Excerpt from the Transcript

" Closely related to the destruction of habitat is the degradation of habitat, which also endangers many species. What I mean by degradation is that habitat is not totally destroyed but it gets worse. "

\*Content words are underlined.

Your notes should be like;

Degradation of habitat: *not destroyed but it gets worse*



Function words connect words and phrases but you don't need to write them down unless they are critical. Key words are the words that carry important messages, so you should **focus on the content words while listening.**

**Strategy 6: Pay attention to signal words.**

The lecturer can make use of many signal words to guide you throughout the lecture. Mastering these words and phrases will help you understand the flow of the talk and the connections between ideas, concepts and sentences.

**Addition Words:**

<i>First of all</i>	<i>First</i>	<i>Secondly</i> <i>Next</i>	<i>Furthermore</i> <i>Moreover</i> <i>In addition</i> <i>Also</i> <i>The third reason</i>	<i>Last of all</i> <i>Finally</i>
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**Cause and Effect words:**

<i>Since</i>	<i>Because</i>	<i>As</i>	<i>So</i>	<i>Thus,</i>
<i>Consequently,</i>	<i>Therefore</i>	<i>For this reason,</i>	<i>As a result,</i>	<i>That's why</i>

**Contrast Words:**

<i>But</i>	<i>However</i>	<i>Nevertheless</i>	<i>On the other hand,</i>	<i>Yet</i>	<i>Whereas</i>	<i>While</i>
<i>Although</i>	<i>Even though</i>	<i>Despite</i>	<i>Though</i>	<i>In spite of</i>		
<i>On the contrary</i>	<i>Instead of</i>	<i>Rather than</i>	<i>Regardless</i>			

**Conclusion Words:**

<i>To sum up,</i>	<i>Finally,</i>	<i>In conclusion,</i>	<i>Consequently,</i>	<i>In summary,</i>	<i>In brief,</i>
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**Example Words:**

<i>For example,</i>	<i>For instance,</i>	<i>Specifically</i>	<i>To illustrate,</i>	<i>such as</i>	<i>as</i>	<i>like</i>
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**Strategy 7: Use symbols and abbreviations.**

Symbol	Meaning	Abbreviation	Meaning
& +	and	e.g.	For example
/	or	w/	with
=	means, equals	w/o	without
≠	not the same as	prob	problem
↑	go up, increase	info	information
↓	go down; decrease, falls	diff	different
%	percent	max	maximum
k	thousand	min	minimum
≈	approximately, nearly, around	intl	international
-----→	lead to, cause, result in	cent	century
<del>-----→</del>	doesn't lead to	s/o	someone
*	important	s/t, sth	something
?	not sure	btwn	between

You can also create your own way of shortening words, phrases and sentences. However, you need to do this carefully. Otherwise, you may not be able to remember what you write when you return to your notes!

**Strategy 8: Look for synonyms and paraphrased phrases & sentences.**

The questions about the lecture may sometimes require you to match some words/phrases with their synonym or paraphrased versions, so you need to find parallelism between the words in the questions and the words in your notes.

**Example:**

The speakers says “Closely related to the destruction of habitat is the degradation of habitat, which also endangers many species. What I mean by degradation is that habitat is not totally destroyed but it gets worse. “

**Question 3:** What does “the degradation of habitat” mean?

**The correct answer:** The environment in which the species live **deteriorates**.

!!!! getting worse = deteriorate (synonym)



### Strategy 9: Pay attention to specific facts.

As stated previously, you don't need to write every word the lecturer says. You can use phrases instead of sentences and use words instead of phrases. However, you must record some specific information such as definitions, dates, names, numbers and facts. If you miss any key words or details, leave some space to fill in the information later.

#### Example:

##### an Excerpt from the Transcript

"...Passenger pigeons were once so plentiful that people said they darkened the sky for hours, even days, when they flew over the land. There were **3.5 billion** passenger pigeons in the United States in the **18<sup>th</sup> century**. Since the number was 3.5 billion, many people thought that the passenger pigeon could never disappear, but, in reality, they became **extinct** at the beginning of the **20<sup>th</sup> century**..."

- *There is a fact and numbers are stressed repetitively so you might expect questions about them.*

Your notes can be like:

*passenger pigeon in US – 3,5 billion in 18<sup>th</sup> cent. ! Extinct in 20<sup>th</sup> cent.*

**Question 6:** What was the number of passenger pigeons in the US before they become extinct?

**The answer:** 3,5 billion

**Question 7:** How long did it take passenger pigeons to become extinct?

**The answer:** 200 years

### Strategy 10: Pay attention to the voice and tone of the lecturer.

The lecturers can use some cues to emphasize an idea or a concept. They may stop for a second, start to speak slowly or loudly. They may even spell a word or repeat the word, so you need to notice this kind of different messages coming from the speaker.

#### AFTER Listening

### Strategy 11: Notice the repeated sections.

In most talks, speakers sometimes repeat or paraphrase the most important or difficult parts of the lecture to catch the listeners' attention or make the listener think about those parts. This will also help you while taking notes because you may miss what the speaker said the first time but understand what is said when the information is repeated.