## An Introduction to Note Taking 1: Noting down the key words of a lecture

## The Secret to a Successful Vacation

Hello and welcome to my lunch time "quick talk" session. Today's topic is about the secret to a successful vacation. You'll hear some tips from me in this short talk. Here we go!

Imagine that you are on vacation at the beach, and you open your suitcase to discover that you have forgotten your swimsuit! That's terrible, isn't it? However, you can avoid this and other disasters if you follow certain tips when you are packing your suitcase. Now let me give you these steps. Are you ready?

Right, the first step is to review your travel plans and activities. Yes, review your travel plans and activities before packing. Make a list and save it because you can check your items before you leave the house. Here is my next tip... gather the items that you'll need for your activities. I mean put all the items for your activities together. This way you won't forget anything that you'll need. For example, if you are going on a skiing trip, you might forget your hat or your gloves. However, if you put them together, you will not forget one of them. When you gather your items according to your activities, you can easily see the ones you won't need and you can remove any item that is not necessary. In other words, you decrease the number of the items you take with you! Also, try to mix and match fewer pieces of clothing and shoes by choosing a colour or colours that match with each other. This way you can again decrease the number of items you take with you. Third, you are ready to pack. Start with large items such as books and shoes. Stuff, I mean fill in your shoes with extra socks so that you can save some space. Then, place your shoes in plastic bags and fit them into the corners of your suitcase. If you fit them into the corners of your suitcase, there should be a lot of room, in order words, a lot of space for the clothes. To avoid creases, layer your clothes and roll them up. Later put the rolls of clothing into the suitcase. After this, put in the smaller items. Finally, before you close your suitcase, check your list. Make sure you haven't forgotten your swimsuit! You know, many people like to swim while they are on vacation. To conclude my talk, I'd like to say that it is important to take your time when you pack your suitcase because a well-packed suitcase is the secret to a good travel experience. Have a great holiday and bye for today.