

LISTENING

Listening Skill 2



Note-taking

Homework and Paired Review

Read pages 87–88 for homework. Take notes, or highlight key information. The next day, review the main points with a partner. Summarize with the class.

Note-taking is a key skill in the TOEFL iBT Listening section. Conversations and lectures are fairly long—approximately three and five minutes, respectively—so taking notes will assist you in recalling the information you need to answer the questions. To take notes effectively, follow these guidelines:

1. Know when to take notes. Listen first, then write.

- **Listen for signal words and phrases in lectures.** Take notes on the information that follows. Signal cues such as **Today we'll be talking about...** often introduce important information. They can introduce the topic, organization, main ideas, and main supporting details. TOEFL iBT questions are about this very information. See pages 40–41 in Chapter 1 for a review of these words and phrases.
- **Listen for new terminology and repeated information in lectures.** The test often contains questions on this information.
- **Listen for attitude** (feelings and opinions) **and function** (the real meaning behind a speaker's words). Attitude and function questions are often replay questions. This means that you get to listen again to part of the passage. Always take notes during the replay.
- **Listen for the student's problem and suggestions made to resolve this problem in conversations.** Take notes on this information to answer TOEFL iBT questions correctly.
- **Listen to the end of a conversation to figure out what the student will probably do next.** Note your prediction. The final question usually asks what the student will do next.

2. Write key content words such as nouns and verbs. Do not write function words such as articles, auxiliary verbs, prepositions, or pronouns unless they convey essential meaning.

3. Use abbreviations and symbols. You need to do this because an average student can only write around 30 words per minute and the speed of TOEFL iBT lectures and conversations is approximately 150 words per minute.

- Abbreviate by writing the beginning of the word only (information: info; important: imp.).
- Abbreviate by leaving out letters, typically vowels (year, yr.; people, ppl.).
- Use these common symbols, or make up your own.

Symbols	Meanings	Symbols	Meanings	Symbols	Meanings	Symbols	Meanings
=	is, are	~	similar to	X	not, no	↑	increase
↓	decrease	→	to, cause	←	result	↔	linked to
>	more than	<	less than	%	per cent	#	number
+	positive	&	and	/	or, per	∴	therefore
b/c	because	√	correct	ex.	example	@	at
w/	with	w/i	within	w/o	without	b/f	before

a/f	after	♂	male	♀	female	U	university
M	million	B	billion	?	question	C	19th century

4. Organize your notes.

- **Use a system, such as indentation, to distinguish between main points and details.** Write main points on the extreme left, and indent each level of detail a little further toward the right. You can also underline main points or number them. See the sample notes for Listening Practice 1, page 90.
- **Make a chart for a lecture based on a classification organization.** Write the topics across the top of the page, and divide your page into the appropriate number of sections. See the notes for Listening Practice 1. You can also write the topics on the extreme left with ample space between each one so that you can fill this in with main supporting details as the lecturer speaks.

Listening Practice 1: Nutrition



A Balanced Diet



Pre-listening Discussion: Activating Background Knowledge

1. What is a balanced diet?
2. What are the four food groups?
3. Do you think you eat the correct proportions of foods from the four food groups? Why or why not?

2L1 Abbreviations

Practice using some common abbreviations. Match these abbreviations with the words to which they refer. Write the correct number next to each abbreviation.

alt.	Brit.	c.	carbs.	esp.	serv.	tbs.
bal.	broc.	Can.	drk.	pce.	spin.	veg.

- | | | |
|------------------|----------------|----------------|
| 1. balanced | 6. serving | 11. broccoli |
| 2. carbohydrates | 7. piece | 12. tablespoon |
| 3. vegetables | 8. cup | 13. dark |
| 4. British | 9. alternative | 14. especially |
| 5. Canada | 10. spinach | |

2L2 Symbols

Practice recognizing some common symbols. Match these symbols with their meanings. Write the correct number next to each symbol.

/	&	>	$\frac{3}{4}$	=
$\frac{1}{2}$	✓	ex.	=	X

- | | | |
|------------------|-------------------|---------------|
| 1. correct | 5. not | 9. example |
| 2. is/are/being | 6. three-quarters | 10. more than |
| 3. equivalent to | 7. and | |
| 4. half | 8. or | |