**METU NCC Fall 2021**

**SFL**

**LHO 2A NT – INCLASS – 2 Nov 2021, Tue**

**ELEMENTARY GROUP**

**(Student’s Copy)**

**DEVELOPING NOTE-TAKING STRATEGIES**

During a lecture or a talk, you do not have time to write down every word of the lecturer. Therefore, you need to use the following strategies to help you save time.

1. **Write only the words that have the most meaning:** Keep content words (nouns, adjectives, most adverbs and verbs), but omit (groups of) nouns if the speaker repeats them. In addition, try to leave out the following:

* determiners (a, the, some, etc.),
* helping verbs (be, have, do, etc.),
* prepositions (in, on, at, etc.),
* pronouns (they, these, his, etc.)
* repeated words / information

1. **Use symbols to keep up with the speed of the lecture:** You cansymbols to replace full words and phrases. Some commonly used symbols are:

|  |  |  |
| --- | --- | --- |
| **SYMBOL** | **MEANING** | |
| = | is the same as, is, is equal to, is called, etc. |
| ≠ | is not the same |
| # | number |
| → | causes, leads to, results in, becomes, etc. |
| ← | results from, is caused by, comes from |
| > | is more than |
| < | is less than |
| ↑ | grows, increases, rises, improves, helps; more, greater, etc. |
| ↓ | decreases, falls, etc. |
| + or & | in addition, and, moreover, furthermore |
| ? | doubtful point in what was said |
| ∆ | therefore, thus, so, then, consequently, etc. |
| ~ | approximately, about, nearly, almost |
| w/ | with |
| w/o | without |
| ! | important |

1. **Use abbreviations in place of full words:** You can use shortened forms of words in order to write down ideas more quickly. Some commonly used abbreviations are:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| adv | advantage |  | etc. | Et cetera |
| avg | average | i.e. | in other words, that is |
| approx | approximately | imp | important |
| bec | because | info | information |
| btw | between | max | maximum |
| cont | continued | min | minimum |
| diff | different, difference | pg | page |
| ea | each | pop | population |
| e.g. | example | vs. | versus |
| esp | especially | yr | year |

**NOTE-TAKING EXERCISES**

**Note-taking task 1**

**A. (Track 15) You are going to listen to a talk about types of transport. You will hear the talk only ONCE. Listen to the talk carefully and complete the notes in the table below. You have 30 seconds to have a look at the table.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **History: When did it start?** | **Types of vehicles** | **Advantages** | **Disadvantages** |
| Road transport | oldest form  starting date ? bec. old | * **cars** * **buses** * **bicycles** | * **easy** * **practical (esp. for short distances)** |  |
| Air transport | newest  beg. of 20th cent.  real planes: 1905  carry peo.: 1930**s**  armies used: WW2 | * **(air)planes** * helicopters * **jets** | * **fast(est)** * safer than others | * **(more) expensive / costly** |
| Rail transport | appeared − Industrial Revol. – 19th cent.  older than air travel | * trains | * **safe: risk of accidents - low** * can go to far places * **(prices/tickets are) cheap** |  |

**B. Answer the questions according to your notes.**

1. What are the advantages of road transport?

**Road transport/It is easy and practical.**

1. When did planes begin to carry passengers?

**(Planes/They began to carry passengers) in the 1930s.**

1. What is the disadvantage of air travel?

**It is (more) expensive (than other types of travel).**

**C. In 2-3 sentences, write about the advantages of rail transport IN YOUR OWN WORDS.**

According to the lecture, **rail transport is safe because the risk of accidents is low. People/You can go to far places by trains/railway. (Also,) the tickets are cheap.**

**Note-taking task 2.**

**A. (Track 16) You are going to listen to a talk about online shopping. You will hear the talk only ONCE. Listen to the talk carefully and complete the notes in the table below. You have 20 seconds to have a look at the table. *(Adapted from 2012-2013 Spring PIN MT05)***

|  |  |
| --- | --- |
|  | **ONLINE SHOPPING** |
| **Definition** | **People buy sth from the Internet/websites e.g. amazon.com / Buying products from Internet shops** |
| **Benefit 1** | **COMFORTABLE**  Products e.g.: **books, clothes/clothing, toys, medicine**    **go out to do shopping**  **(spend time to) get dressed**  People DON’T  **(spend time to) drive**  **(spend time to) walk**  Just visit websites + do shopping **@ home**  **@ offices** |
| **Benefit 2** | **CHEAP(ER)**  Online Traditional/In-Store  Sell cheaper bec. don’t add **extra costs**    Don’t pay for **rent**  **electricity**  Pay for **rent + electricity**    cheaper expensive |

**B. Answer the questions according to your notes.**

1. What is online shopping?

**(Online shopping is/means) buying something online/products from Internt shops/websites.**

1. According to the talk, what kind of products can a customer buy online? Write **TWO** of them.
2. **Books/medicine**
3. **clothes/toys**

**ANY TWO of them**

**C. Why is online shopping comfortable? In 2-3 sentences, explain it using YOUR OWN WORDS. You may use “and, but, or, so, because” when necessary.**

According to the lecture, **online shopping is comfortable because people can buy products (such as books, toys, clothes, medicine, etc.) from their homes. They don’t go out, get dressed, drive, or walk. They just visit websites and do shopping at home or in their offices.**