Narrator: It's the second term and the students at the University of Studies settle down to some hard work. Mary is in a lecture, struggling to write down everything that Professor is trying to say.

Professor: So, this term, we are doing the module on marketing. Business and marketing go hand-in-hand. Any business in a marketplace is likely to be in competition with other firms offering similar products.

Mary: Execuse me, Professor, could you say that again please?

Professor: I said, any business in a marketplace…

Mary: No, a bit before that please. You're going a bit too fast for me.

Mary: Having troubles, Mary?

Mary: Yes, I am trying to write down everything he says, but I can't keep up.

Narrator: You can't write everything down, you need to take notes. Just note down words, phrases, bits of information from the lecture, things that will help you remember what have been said. Ask for help if you're not sure what to do.

Mary: Yes, I think I will. Professor, sorry to interrupt again. What you're saying is fascinating, but I want to remember it all, do you have any guidance about how to take notes?

Professor: Well, fascinating. Just use a pen and a notebook.

Mary: But what should I write down?

Daniel: I think you need one of those, a voice recorder, just recode the whole thing, listen back to it later. Easy!

Professor: Well, writing things down is probably more useful. It gives you a chance to ask for clarification. Now, Mary, just jot down the important bits. I'll emphasize these bits in the lecture. I'll say something like “this bit is useful to know”.

Daniel: You won't need to write down much then. It's a joke!

Professor: Now, write down what I say in your words, although if I quote someone, make sure you write it down word-for-word. And use words, abbreviations, symbols or even pictures to summarize what I say. If you miss something, leave a gap in your notes, and get information from me later. Does this help?

Mary: Perfectly.

Professor: Remember to read through your notes after the lecture. And of course, anything you do miss you can find in my new book “Funny Business”.

Narrator: That’s been a useful lesson, hasn't it? Note taking is an important skill to learn. If you not sure where to start, ask for help by using these phrases.

Professor: So, that’s all for today, must dash. I’ve got a yoga class to go to. We can discuss this further in your tutorial.

Daniel: Oh, no. I don't believe it, the batteries on my voice recorder have run out, so annoying.

Mary: Yes, you can copy my notes.

Daniel: Maybe I could buy you a drink to say thank you.