

Academic Listening and Talking Notes

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1 Note-Talking Method

Note should include topic, main points and important details

- Use as few words as possible
- Main idea, key vocabulary, questions
- Summary

The 5 Rs of Note-taking

- Record
- Reduce
- Recite
- Reflect
- Review

Questions/Main Ideas	Notes
<p>STEP 2: CUES (Reduce/Recite)</p> <ul style="list-style-type: none"> • Main ideas • Study questions • Key vocabulary • Important phrases • Questions for a professor 	<p>STEP 1: NOTES (Record)</p> <ul style="list-style-type: none"> • Use as few words as possible • Use note-taking shortcuts • Indent so that supporting details are underneath the main points • Skip lines and use lots of space
<p>Summary:</p> <p>STEP 3: SUMMARY (Reflect and Review)</p> <ul style="list-style-type: none"> • Main ideas in complete thoughts • Answer "Why is this information important?" Or "How is this information related to what we have been studying?" Or "What conclusions can I make from this information?" 	

Figure 1: Note-taking template