

ULAB1112

English for Academic Communication

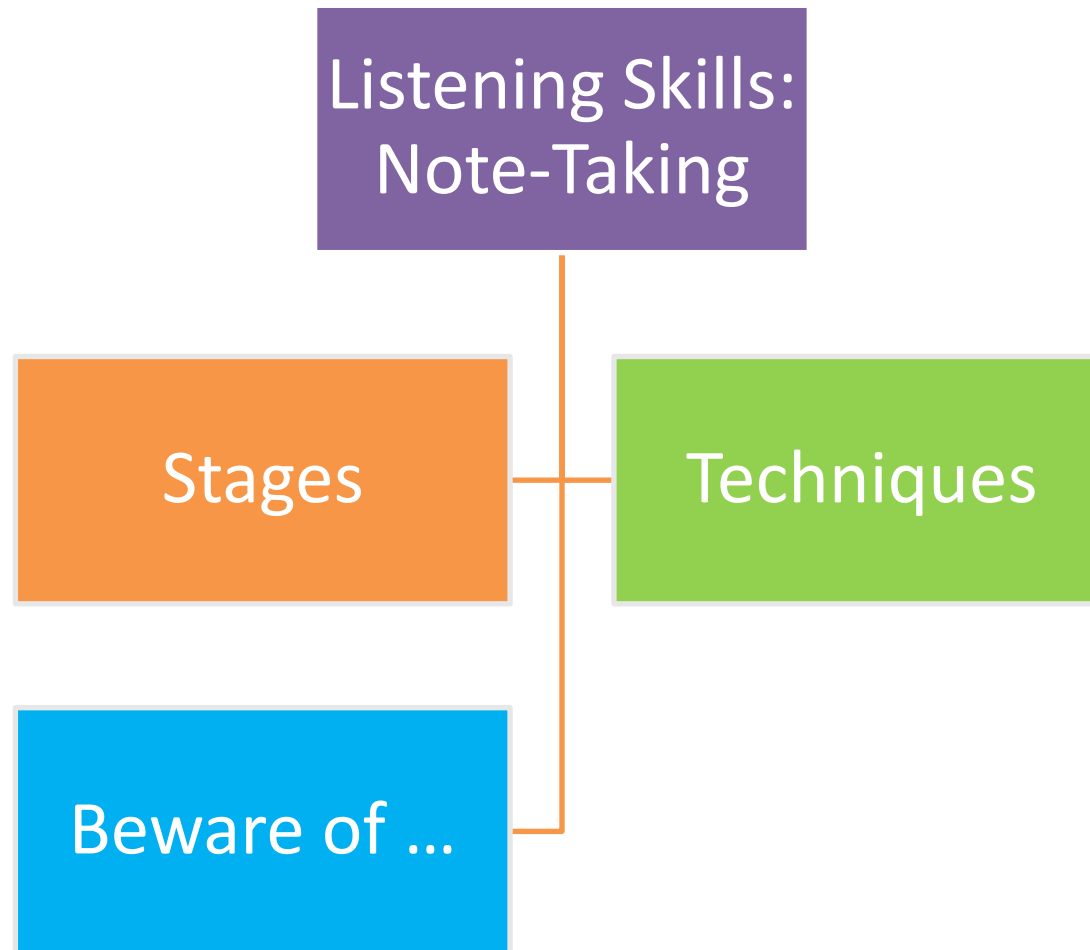
Listening Skills: Note-Taking

Shazwani binti Abd Rahman

Ruzaini binti Ibrahim

Anis Ayuni binti Che Ghani

Content Outline



Listening: Stages



Note-Taking: Techniques

Be selective

- Repetition
- Amount of time spends
- Signposting
- Reviews
- Summaries

Be brief

- Use short phrases rather than complete sentences
- Use abbreviation & symbols

Be organise

- Use outline form
- Use numbering system
- Use indentation

Emphasise

- Underlining
- Highlighting

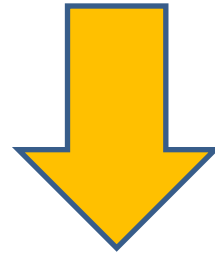
Leave more white space

Beware of ...

1. Digression
2. Paraphrase

Conclusion

Keep it **s**hort and **s**imple



KISS

No one ever learned anything by
listening to themselves.
- Larry King