

# **Listening, notetaking and summary making**

International Foundation Programme

# Aims:

## Listening:

- Predicting words from context
- Listening test Part 1 practice: listening for **exact words** and **gist**
- Notetaking recap – how much can you remember?
- Listening test Part 2 practice: taking notes / **answering questions from notes**

## Writing:

- Writing **summaries from notes**
- Listening test Part 3 practice: **using your notes to make a summary of a lecture**

# Listening skills: predicting words from context

*What kinds of words (adjective, noun, verb; number, date, place) would you expect in the gaps below?*

1. Buildings in the suburbs tend to be ..... than those in the centre.
2. The stores on this side of the street were built in the .....
3. .... was the main reason that so many people came to the city.

## Listening skills: prediction based on context - answers

1. Buildings in the suburbs tend to be (adj) newer/older/stronger than those in the centre.
2. The stores on this side of the street were built in the (time period) 1960s/1800s.
3. (Noun/noun phrase) Poverty/Need for work was the main reason that so many people came to the city.

# Practice: gap fill

- *First, look at the questions on your sheet, and try to predict what kinds of words might appear in the gaps*
- *Then listen and complete words that you hear*

We've been ..... globalisation recently and  
..... aspects of this phenomenon – the fact that as  
globalisation ....., all parts of the world  
..... to be getting closer and closer to one another,  
culturally. .... you remember the term I used last  
time: “Global Village”.

# Practice: answers (Track 9)

We've been **discussing** globalisation recently and **cultural** aspects of this phenomenon – the fact that as globalisation **develops**, all parts of the world **seem** to be getting closer and closer to one another, culturally. **Perhaps** you remember the term I used last time: “Global Village”.



5.5 Track 9.wma

# Practice: think about the topic

*Look again at the introduction below.*

- *What is the topic of the lecture?*
- *What do you already know about this topic?*
- ***Discuss what you understand by the parts of the lecture underlined below?***

We've been discussing globalisation recently and cultural aspects of this phenomenon – the fact that as globalisation develops, all parts of the world seem to be getting closer and closer to one another, culturally. Perhaps you remember the term I used last time: “Global Village”.

*Q: Have you ever drunk coffee at Starbucks?*

*Q: Why do you think Starbucks is a good example of “globalisation”?*



# Note-taking recap

- Look at this advice about taking notes in lectures. Which is **good (G)** advice, and which is **poor (P)** advice?

1. You should try to spell every word you hear correctly in a lecture
2. You should only write numbers
3. You should try to follow the lecturer's voice cues, as these words may be important
4. During a lecture you should try to listen/think 75% of the time and write for 25% of the time.
5. Rephrasing what the lecturer says into your own words is a waste of time!
6. You should not write whole sentences in your notes
7. It's a good idea to summarise your notes after your lecture



# Notetaking recap: true or false? Answers

1. You should try to spell every word you hear correctly in a lecture **P**
2. You should only write numbers **P**
3. You should try to follow the lecturer's voice cues, as these words may be important **G**
4. During a lecture you should try to listen/think 75% of the time and write for 25% of the time. **G**
5. Rephrasing what the lecturer says into your own words is a waste of time! **P**
6. You should not write whole sentences in your notes **G**
7. It's a good idea to summarise your notes after your lecture **G**

# Listen and take notes (part 1)

Listen carefully to part 1 of this short lecture about Starbucks  
Headway Academic Listening and Speaking (3) pp-s 38-39



5.6 Track 10.wma

# Questions (part 1)

- 1. Starbucks was founded in .....
- 2. The friends originally sold coffee beans and coffee .....
- 3. When did Howard Schultz join the company? .....
- 4. Why did Howard Schultz leave the company? .....
- 5. What did Schultz do in 1987?
- 6. When was the first Starbucks opened outside North America?
- 7. How many outlets did Starbucks own by 2003?
- 8. Starbucks opened 1,200 new stores every year between ..... and .....

# Listen and take notes **answers (part 1) Track 10**

1. 1971
2. Equipment
3. 1982
4. His idea of selling Italian coffee was not accepted by colleagues
5. Bought the whole SB chain
6. 1996
7. 6,400
8. 2001 + 2004

# Notes review

- Look at your notes with a partner.

What would you say are your **strong** and **weak** points in your note-taking?

Discuss together how you could improve any weak areas.

## Listen and take notes (part 2)

Now listen carefully to part 2 of the lecture...

# Questions (part 2)

1. Currently, there are over ..... Starbucks in more than ..... countries in the world.
2. Starbucks plan to build up to ..... cafes in the world.
3. China will be second to the US in terms of .....  
.....
4. Starbucks believes it is a ..... business, and the coffee they buy is Fair Trade.
5. Starbucks is an example of a “global” company because
6. Some people think that Starbucks harms .....  
.....
7. Others believe that Starbucks gives people what they want, because they can get the same ..... and the same ..... of service.

## Listen and take notes **answers (part 2)**

1. 16,000 /50
2. 30,000
3. Number of outlets
4. Responsible
5. It offers a familiar place in a new city
6. Local businesses
7. Product / standard



# Summaries from notes

**Q:** How can writing summaries from our notes help make our study more efficient?

- Look at this summary from notes taken in Part 1 of the lecture. Is all the key information here?
- What problems can you see with this summary?

## **Example:** can you see any problems?

Starbucks was founded by three friends. This was in 1971. The friends sold coffee beans and equipment. Howard Schultz joined the company in 1982, left in 1986 then bought the chain in 1987. Starbucks continued to grow outside Seattle, and then all over America. In 1998, Starbucks entered the UK market, and continued to grow until by 2003, they had over 6,400 outlets across the world. Between 2001 and 2004, they had opened 1,200 stores every year, and that's amazing!

# Example: can you see any problems?

Starbucks was founded by three friends. This was in 1971. The friends sold coffee beans and equipment. Howard Schultz joined the company in 1982, left in 1986 then bought the chain in 1987. Starbucks continued to grow outside Seattle, and then all over America. In 1998, Starbucks entered the UK market, and continued to grow until by 2003, they had over 6,400 outlets across the world. Between 2001 and 2004, they had opened 1,200 stores every year, and that's amazing!

Starbucks was founded **in 1971** by three friends **who sold** coffee beans and equipment. Howard Schultz joined **Starbucks** in 1982, then **left, and finally bought the chain** in 1987. Starbucks grew outside Seattle **to other parts of America**. After a decade, Starbucks appeared **in the UK**, and **grew further**, until by 2003, over 6,400 outlets **existed worldwide**. Between 2001 and 2004, **a surprising** 1,200 stores **opened every year**.

Look at the highlighted orange parts of the improved summary. What has the writer done?

# Tips for effective summaries

- Focus on big points, not details or examples
- Keep ideas in a logical order
- Keep ideas simple
- Use your own words
- Change phrases into words e.g. **way of life** ---- **lifestyle**
- Change sentences into noun phrases  
e.g. **They worked hard to survive** ----- **Their efforts to survive**