

17 Taking notes

Discourse markers can help you to organize language to make it easier for the listener or reader to follow. Listening for them is very useful when taking notes.

⚙️ **New language** Organizing information

Aa **Vocabulary** Academic life

🧩 **New skill** Taking notes

17.1 KEY LANGUAGE FORMAL ORGANIZING DISCOURSE MARKERS

Some discourse markers indicate what is coming next. They help organize paragraphs and longer passages of formal text.

Sequencing markers can help you order information.

First, it is important to consider which courses you want to study.

Some markers introduce new or additional points.

Moreover, you should bear in mind where you want to study.

Other markers highlight examples.

For instance, you should consider if you want to study abroad.

Conclusion markers are used when summing up.

In conclusion, several factors will affect your choice of college.

TIP

Discourse markers often go at the beginning of a clause or sentence.



Aa 17.2 READ THE LEAFLET AND PUT THE DISCOURSE MARKERS IN CATEGORIES

68 INTERNATIONAL OPTIONS

WHY STUDY ABROAD?

First, it is easier to learn a foreign language abroad. You can enjoy other aspects of the country's culture such as the food and music. Second, you can get a global perspective on your subject. Additionally, universities abroad may specialize in different subjects. Furthermore, your university base may act as a springboard for further travel in the region. For example, a Korean base could lead to more Asian travel. Overall, there are many cultural and educational reasons to study abroad. To sum up, study abroad opens doors.

SEQUENCING

first

EXAMPLES

such as

ADDING

additionally

CONCLUDING

overall



17.3 CROSS OUT THE INCORRECT WORDS IN EACH SENTENCE

Some universities are known globally, **for example** / ~~secondly~~ Yale and Oxford.

- Others, **additionally** / **such as** Sydney University and Toronto, are renowned for their stunning historical buildings.
- Moreover** / **To sum up**, there are newer universities like Moscow and Xiamen that have equally impressive buildings.
- For instance** / **Next**, Moscow State University is incredibly impressive at night.
- Third** / **Additionally**, a number of modern university buildings in Australia are spectacular.
- Such as** / **Overall**, there are some amazing educational buildings around the world.
- To sum up** / **First**, it can be worth your time to look at educational buildings, even if you are visiting as a tourist.



17.4 LISTEN TO THE AUDIO AND ANSWER THE QUESTIONS



A talk is being given about Welcome Week, when college students arrive for the first time.

Classes start on Monday in two weeks.

True ☐ False ☐ Not given ☒

- Clubs are free to join during Welcome Week.
True ☐ False ☐ Not given ☐
- You will need your ID to register.
True ☐ False ☐ Not given ☐
- You can find all the books on your book list in the library.
True ☐ False ☐ Not given ☐
- Your library card can be used in the cafeteria.
True ☐ False ☐ Not given ☐
- You should tell your academic department about accommodation problems.
True ☐ False ☐ Not given ☐

17.5 KEY LANGUAGE INFORMAL ORGANIZING DISCOURSE MARKERS

You can use a number of general discourse markers to move from one topic to another in conversational English.

Here, "Right" gets attention before saying something important.

Right, let's get started...

Here, "OK" acknowledges that you have heard the other speaker.

... **OK**, and are you happy with your choice?

Here, "So" indicates that you are reaching a conclusion.

... **So**, I think we agree overall.



17.6 KEY LANGUAGE THE ZERO CONDITIONAL

You can use the zero conditional to talk about things that are generally or always true.

If you study every day, you learn more quickly.



When you sign up for a club, you meet new people.

"When" can sometimes be used instead of "if."



Unless you have a lot of money, don't join every club.

"Unless" means "if... not." (If you don't have a lot of money, don't join every club.)



17.7 MATCH THE BEGINNINGS OF THE SENTENCES TO THE CORRECT ENDINGS

When you join the photography club

you can join the historical society.

① You must pay to play tennis

unless you need more time to think.

② If you are a history student,

unless you join the club.

③ If you join the water sports club,

you can exhibit your own work.

④ You can join today

you can learn how to sail.



17.8 FILL IN THE GAPS USING THE WORDS IN THE PANEL

If you try to write every word, you get lost very quickly.

- ① If you hear _____ markers, use them to help organize your notes.
- ② When you take notes, _____ a simple shorthand with symbols and abbreviations.
- ③ If your handwriting is messy, try to _____ sure it is readable.
- ④ Unless you record every lecture, try to _____ your notes soon after.

discourse

review

make

~~get~~

use





17.9 LISTEN TO THE LECTURE AND CHOOSE THE BEST SUMMARY NOTES

Before start the course... more information on taking notes at university. Spoken already about tips and advice but a little about passive and active note-taking differences. If have handout and listen to lecture and underline something = not actively engaging in the lecture. Recording lecture/ borrowing friend's notes = not engaging in the lecture. Trying to write every word from lecture = passively note-taking.

1 ☐

Passive and active note-taking: June 17

Passive note-taking examples:

1. Underlining
2. Recording
3. Borrowing notes
4. Writing down everything

Doesn't save time in the end because can't remember what said.

2 ☐

Lecture notes from June 17

- Passive note-taking is "not actively engaging in the lecture"
- If you "sit and record the lecture or borrow your friend's notes then you are not fully engaging"
- It is still passive note-taking "even if you try to write down every word from the lecture".

3 ☐



17.10 LISTEN TO THE REST OF THE LECTURE AND WRITE NOTES AS YOU LISTEN

Active note-taking examples:

17 ☒ CHECKLIST

Organizing information ☐

Aa Academic life ☐

Taking notes ☐