

What is Effective Note Taking Strategy?

Worksheet

Effective note taking is recording key information using abbreviations, symbols and minimal words to stay focused and capture details accurately in real time.

Questions

1. Which is NOT a recommended abbreviation for note taking?
A) w/ for 'with'
B) govt for 'government'
C) & for 'and'
D) btw for 'between' in formal IELTS
2. When taking notes, should you write every word the speaker says?
A) Yes, always.
B) Only if you're fast enough.
C) No, write keywords only.
D) Only proper nouns.
3. Which symbol best represents 'leads to' or 'causes'?
A) ←
B) →
C) ↑
D)
4. The speaker mentions '3 benefits: reduced costs, faster delivery, higher quality.' How do you write it most efficiently?
A) 3 benefits: reduced costs, faster delivery, higher quality
B) 3 benefits → ↓ cost / ↑ speed / ↑ quality
C) They said benefits and cost and speed
D) benefits = 3 good things
5. In IELTS, you hear 'The government introduced new policies in 2019 to increase productivity'. What do you write?
6. You hear 'We have 3 departments: Sales, Marketing and Customer Service'. How do you note this efficiently?
7. The speaker says 'The conference is not held in winter but always in summer'. What's your note?
8. Define: Why is abbreviation useful in IELTS listening?
9. Define: What symbols should you use?
10. Define: Should you write full sentences?

Answer Key

1. D) btw for 'between' in formal IELTS — In formal IELTS, use 'betw' or write the full word. 'btw' (texting slang) is too informal.
2. C) No, write keywords only. — Writing every word causes you to miss listening for meaning. Focus on keywords.
3. B) → — → (right arrow) shows direction or causation. Use it for cause-and-effect relationships.
4. B) 3 benefits → ↓ cost / ↑ speed / ↑ quality — Use symbols (↓, ↑) and slashes to separate items. It's fast and clear.
5. Write: govt → new policies 2019 ↑ productivity This captures the who (govt), what (policies), when (2019) and outcome (increase).
6. Write: 3 depts — Sales, Mktg, CS Or even: 3 depts → S / M / CS Use slashes to separate list items quickly.
7. Write: conf winter → summer only Use a cross for negation and an arrow to show the correct timing.
8. It lets you write faster so you don't miss information while taking notes.
9. Common: & (and), w/ (with), ↑ (increase), ↓ (decrease), → (leads to), (yes), (no).
10. No—write only keywords (nouns, verbs, numbers). Avoid articles and prepositions.

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