

Note-Taking Strategies for IELTS Listening

Worksheet

Note-taking strategies involve using abbreviations, symbols, and selective focus to capture key information without writing too much—allowing you to listen continuously and answer questions accurately.

Questions

1. What should you prioritize in IELTS listening notes?

- A) Writing full sentences
- B) Capturing key words and numbers only
- C) Copying the speaker's exact words
- D) Writing neatly

2. Which is better note-taking for 'approximately 500 people'?

- A) ~500 ppl
- B) about 500 people attend
- C) 500
- D) approximately five hundred

3. What symbol represents 'with' in IELTS note-taking?

- A) w/
- B) /
- C) &&
- D) ++

4. Should you write down every example the speaker mentions?

- A) Yes, all details matter
- B) No, skip examples unless asked
- C) Only if you have time
- D) Write it but mark as unimportant

5. Audio: 'The manager, Tom Wilson, has been working here for 15 years and oversees a team of 8 people in the marketing department.'

6. Audio: 'The conference will be held in Berlin from June 10 to June 15, with approximately 300 attendees expected.'

7. Audio: 'Registration costs £45 for students and £70 for non-students, and this includes lunch and all course materials.'

8. Define: What is the goal of note-taking in IELTS listening?

9. Define: Should you write full sentences in IELTS listening notes?

10. Define: What are useful symbols in IELTS listening notes?

Answer Key

1. B) Capturing key words and numbers only — Capture key words and numbers only, using abbreviations and symbols. Full sentences = too slow.
2. A) ~500 ppl — '~500 ppl' is fast, clear, and abbreviated. It captures the key info (number and people) in minimal space.
3. A) w/ — 'w/' is a standard abbreviation for 'with' in quick note-taking.
4. B) No, skip examples unless asked — Skip examples and stories. Focus on the main points, numbers, names, and facts.
5. FULL SENTENCE (Don't write this!): 'Manager Tom Wilson been here 15 yrs, team of 8, marketing dept.' BETTER NOTES (What to write): Mgr: Tom Wilson Experience: 15 yrs Team: 8 ppl Dept: Marketing Or even more abbreviated: TW-Mgr, 15yr, 8 ppl, mkting
6. Write abbreviated notes: Conf: Berlin Date: 10-15 Jun (or 10-15/6) Attendees: ~300 Don't write: 'The conference will be held in Berlin from June 10 to June 15 with about 300 people coming.'
7. Abbreviated notes: Registration: Students: £45 Non-students: £70 Includes: lunch + materials Symbols shortcut: £45 (stud), £70 (non-stud), incl. lunch + mats
8. Capture key information (names, numbers, dates, ideas) in abbreviated form without losing focus on the audio.
9. No. Write abbreviated notes: key words, symbols, abbreviations. Full sentences slow you down and waste time.
10. → (leads to), w/ (with), £ (pounds), ↑ (increase), ↓ (decrease), & (and), no. (number), (check), (wrong)

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