

What is Note Completion in IELTS Reading?

Worksheet

Note completion is a reading task where you fill gaps in structured notes by finding specific information in a passage. It requires scanning skills, topic recognition, and the ability to paraphrase and abbreviate information.

Questions

1. What is the key difference between note completion and summary completion?
 - A) Note completion has a word bank
 - B) Notes are organized by topic; summary is continuous
 - C) Notes are longer
 - D) Notes have fewer gaps
2. In note completion, where do you find the answers?
 - A) In the notes themselves
 - B) In a word bank
 - C) In the passage text
 - D) In your own knowledge
3. What should you do with information from the passage?
 - A) Copy word-for-word only
 - B) Paraphrase and abbreviate while keeping accuracy
 - C) Summarize everything
 - D) Choose the longest version
4. How should you approach filling notes?
 - A) Fill all gaps randomly
 - B) Match note topics to passage sections, then extract information
 - C) Read passage first, then guess answers
 - D) Use only technical terms
5. Notes: 'Date of Event: ____' Passage: 'The conference was held on March 15, 2023.'
6. Notes: 'Climate: ____' Passage: 'The region experiences a temperate oceanic climate with mild winters.'
7. Notes: 'Number of Species: ____' Passage: 'The rainforest is home to approximately 10,000 animal species.'
8. Define: How is note completion different from summary completion?
9. Define: What should you scan first in note completion?
10. Define: Can you use more words than the note space allows?

Answer Key

1. B) Notes are organized by topic; summary is continuous — Note completion uses topic-organized sections; summary completion is a continuous passage.
2. C) In the passage text — Answers come from information in the passage that matches the note topics.
3. B) Paraphrase and abbreviate while keeping accuracy — You can paraphrase but must maintain accuracy and often match note format (dates, numbers).
4. B) Match note topics to passage sections, then extract information — Identify where in the passage each note topic appears, then extract the relevant information.
5. Scan the notes to see they need: Date of Event. Locate this topic in the passage: 'conference' and 'held on March 15, 2023'. Extract the date: March 15, 2023. Answer: 'March 15, 2023' or 'March 15' depending on format requirement.
6. Notes request climate information. Find in passage: 'temperate oceanic climate' and 'mild winters'. Decide which detail fits the note structure. Answer: 'temperate oceanic' or 'mild' depending on note format.
7. Notes need species number information. Scan passage for quantity: 'approximately 10,000 animal species'. Extract the number. Answer: '10,000' or 'approximately 10,000'.
8. Notes are organized by topic sections; you locate specific information in the passage rather than choose from a word bank.
9. The structure and headings of the notes to understand what information is needed.
10. No — you must follow any word limits specified in the task instructions.

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