



Note-taking Skills for Speaking Phase 2

Aim: By the end of this section, you should be aware of different ways to effectively take notes in speaking phase 2.

Problems: A lot of candidates spend too long writing long phrases or sentences for each suggested area of the phase 2 topic; therefore, they don't cover everything in time.

In speaking phase 2 the examiner will give you a card with a topic on it and explain that you have 1 minute to make some notes about the topic before you start to speak. Here is an example of a topic card:

You have to talk about the following topic for between 1 and 2 minutes. You have 1 minute to make some notes before you start speaking.

Describe your favourite birthday.

You should think about

- Why it is your favourite***
- What happened***
- Who was there***

IMPORTANT:

The three bullet-points in the example above are only suggestions. You do not have to use any of them if you can think of others that are related to the topic.

The examiner will then give you the card to read and a piece of paper and a pencil to make your notes.

(Continued)



Below are different styles of notes on the same topic:

Style 1

It is my favourite birthday because I was given a new car by my parents and I had always wanted this car for a very long time.

As soon as I got the car I drove my family to Cha-am for the day and we had seafood on the beach.

My family – my mother, my father, my 2 brothers and my dog.

Style 2

17th – also got accepted to Thammasat Uni – many friends – went to MK in Siam – went to pub in RCA – got drunk – was very ill next day – all my high school friends

Style 3

Why favourite?

Because saw my girlfriend

What happened?

Went to eat at romantic restaurant

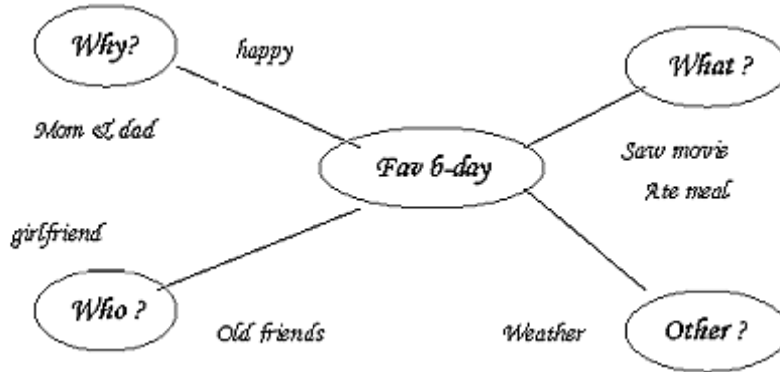
Who was there?

My girlfriend and me only

(Continued)



Style 4



i) What are the benefits of each style?

1. _____.
2. _____.
3. _____.
4. _____.

ii) What are the problems with each style?

1. _____.
2. _____.
3. _____.
4. _____.

iii) Which one do you normally use?

_____.

iv) Which one do you think is the best to read from? Why?

_____.

(Continued)



Tip: Most candidates use style 1 and they normally read directly from their notes, which sounds very unnatural. Students who use style 4 find it much easier to make the notes on all areas because they can move around the topics easily and when they refer to the notes when they are speaking, they sound much more natural.

There is no Answer Key for this worksheet.

For more IELTS strategies visit:

Listening : http://www.ieltstips.com/ielts_test_strategies/listening_test_strategies/listening_test_strategies.html

Reading : http://www.ieltstips.com/ielts_test_strategies/reading_test_strategies/reading_test_strategies.html

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