



English: First Additional Language

NQF 2

Listen for information

Module 3

Overview

- The listening process
- Taking notes
 - Mind maps
 - Timelines
- Verbs
- Questions

The listening process: Use your EARS!



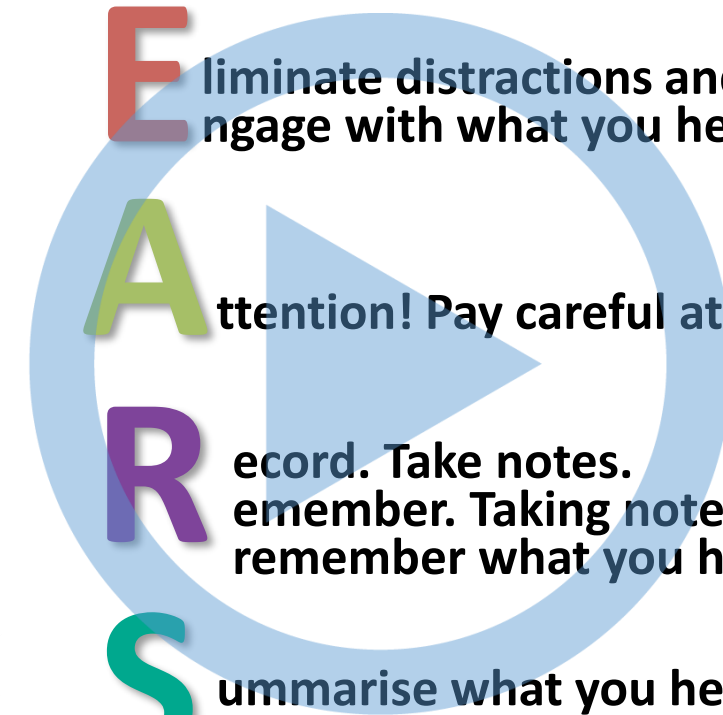
Eliminate distractions and barriers.
Engage with what you hear.

Attention! Pay careful attention.

Record. Take notes.
Remember. Taking notes helps you
remember what you hear.

Summarise what you hear.

Shorten the information, extracting only the
main ideas. Use symbols, abbreviations and
acronyms to help you.



Click to start

The listening process

1

Pre-listening

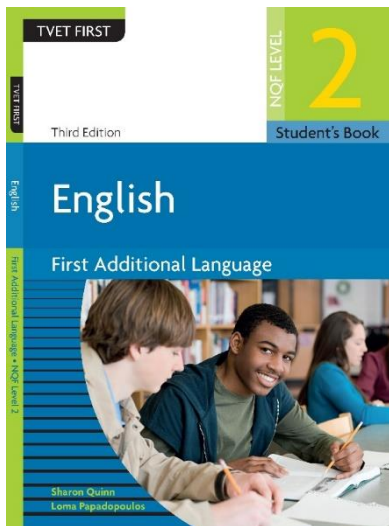
2

During listening

3

Post-listening

Click to start



Learning activity 3.1

Module 3

Test your knowledge of this section by completing Learning activity 3.1 on page 30 of your *Student's Book*.

Taking notes



Taking notes

■ Taking notes

- An important skill for life-long learning and working.
- Illustrates the ability to listen attentively, and to be able to extract and record main ideas.

■ Useful formats and methods

- Mind maps
- Timelines
- Lists
- Tables
- Tree diagrams
- Spidergrams
- Organograms
- Flow charts

Use a tree diagram to take notes

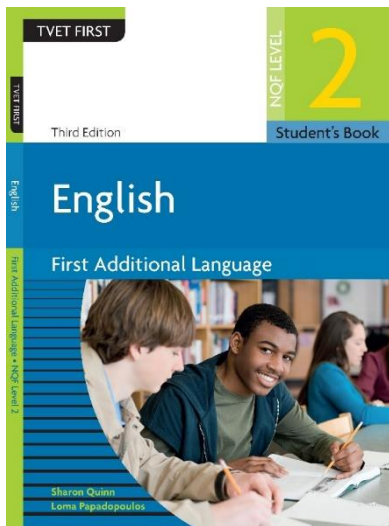


Click to play

Mind mapping



Click to play



Learning activity 3.2

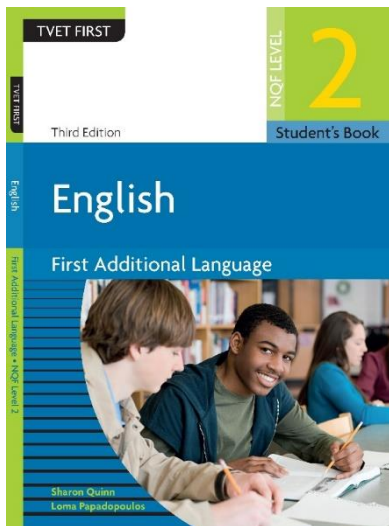
Module 3

Test your knowledge of this section by completing Learning activity 3.2 on page 32 of your *Student's Book*.

Draw a timeline



Click to play



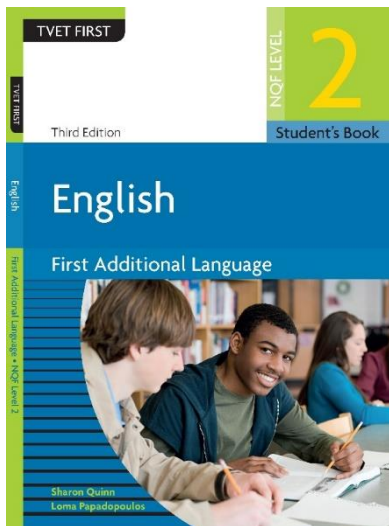
Learning activity 3.3

Module 3

Test your knowledge of this section by completing Learning activity 3.3 on page 33 of your *Student's Book*.

Taking notes

Instruction	Note-taking method
Define, state, summarise, list	Numbered or bulleted list
Compare, contrast, comment on, criticise, prove, substantiate, justify, evaluate, review	Table
Trace, outline, relate	Timeline
Illustrate, show, describe, discuss	Tree diagram, organisational chart, spidergram or flow chart
Analyse, interpret, determine, motivate	Mindmap



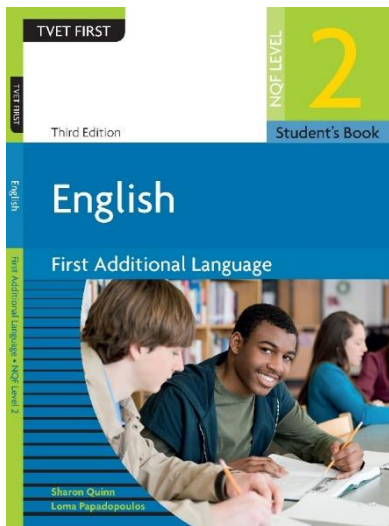
Learning activity 3.4

Module 3

Test your knowledge of this section by completing Learning activity 3.4 on page 33 of your *Student's Book*.

Listening comprehension

Questions	YES/NO
1. Do I have what I need to do this listening activity?	
2. Can I predict what the passage is about, based on the lecturer's pre-listening comments and questions?	
3. Have I read through the questions or instructions?	
4. Have I decided what note-taking method to use?	
5. Can I block out all distractions and listen attentively?	



Learning activity 3.5

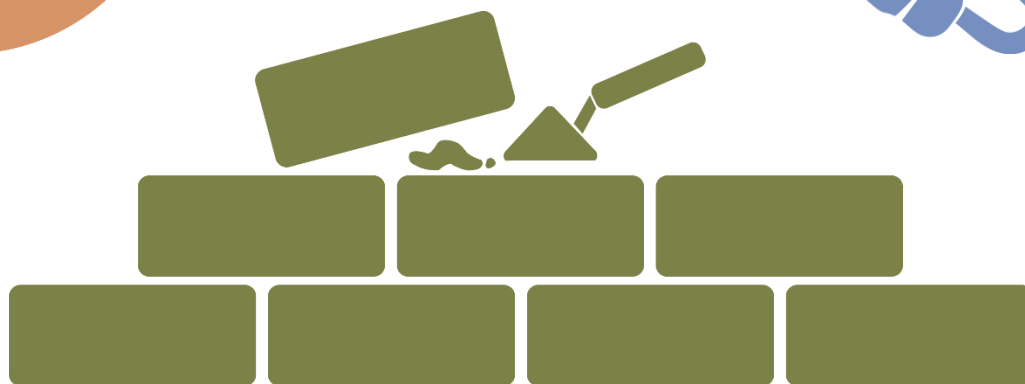
Module 3

Test your knowledge of this section by completing Learning activity 3.5 on page 34 of your *Student's Book*.

Verbs

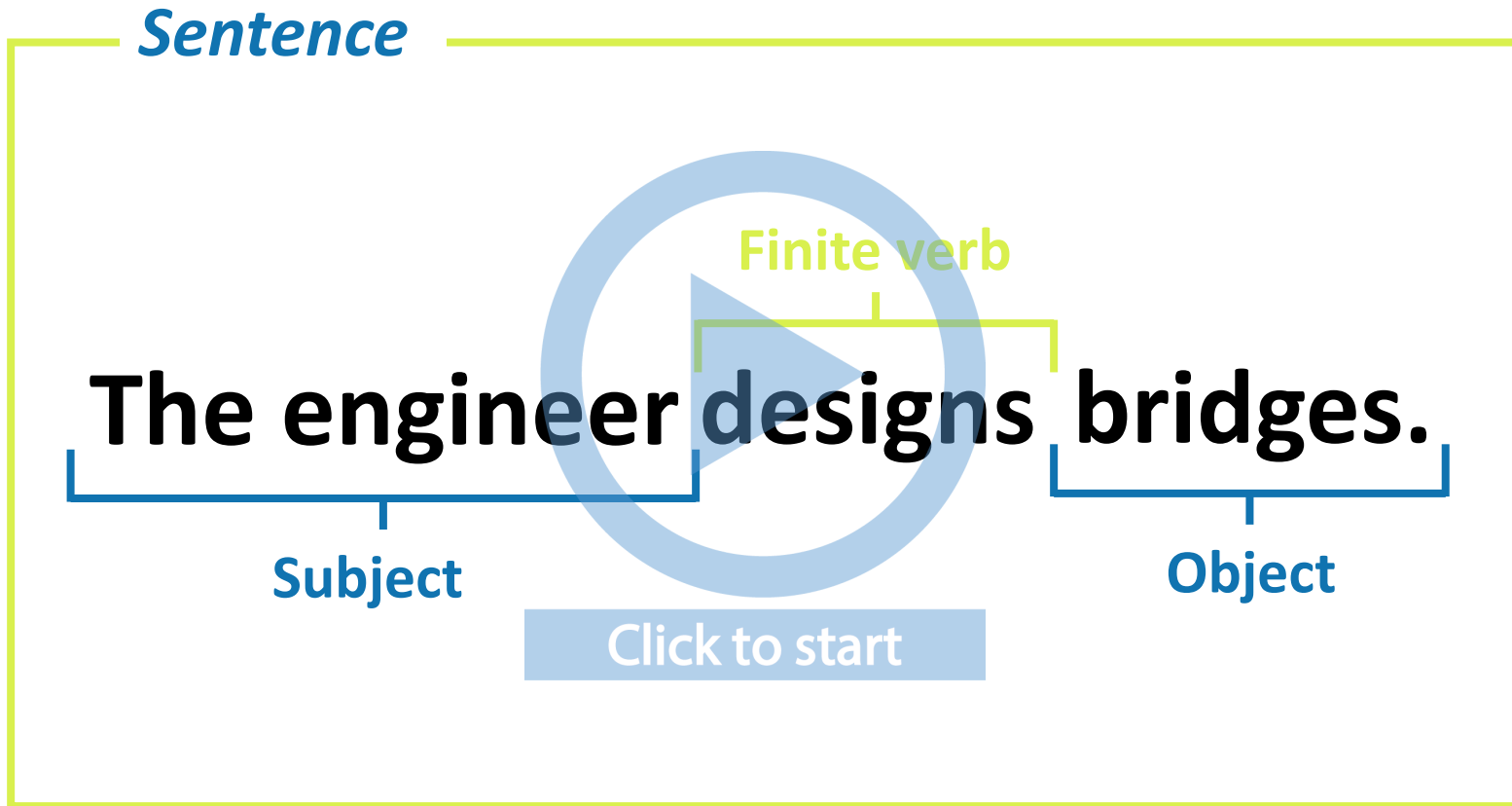
How do you show, in a sentence, that someone does something?

You use a verb: laugh, shake, build



More on verbs

- The part of speech in a sentence that shows action.



More on verbs

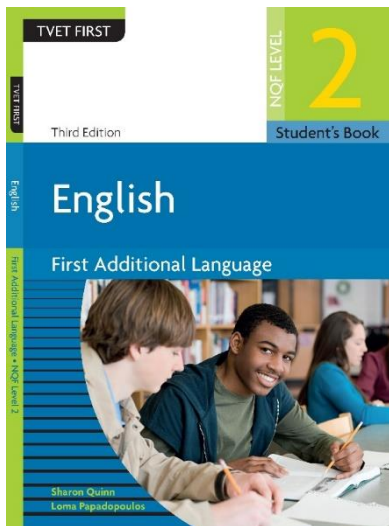
- Verbs have:
 - Tense (present perfect tense)
 - Number (singular)
- Auxiliary verbs are helping verbs:

Sentence

The engineer has designed bridges.

auxiliary verb

Click to start



Learning activity 3.6

Module 3

Test your knowledge of this section by completing Learning activity 3.6 on page 37 of your *Student's Book*.

Can you ask questions?

Sentence

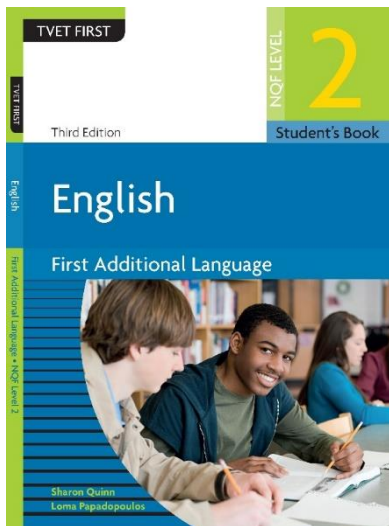
The engineer designs bridges.

Questions:

- Question word:
Who designs bridges? What does she design?
- Start with auxiliary verb:
Does the engineer design bridges?
- Add a question tag:
The engineer designs bridges, doesn't she?

Remember!

Keep the tense the same and make sure the verb agrees with the subject in terms of number (singular or plural).

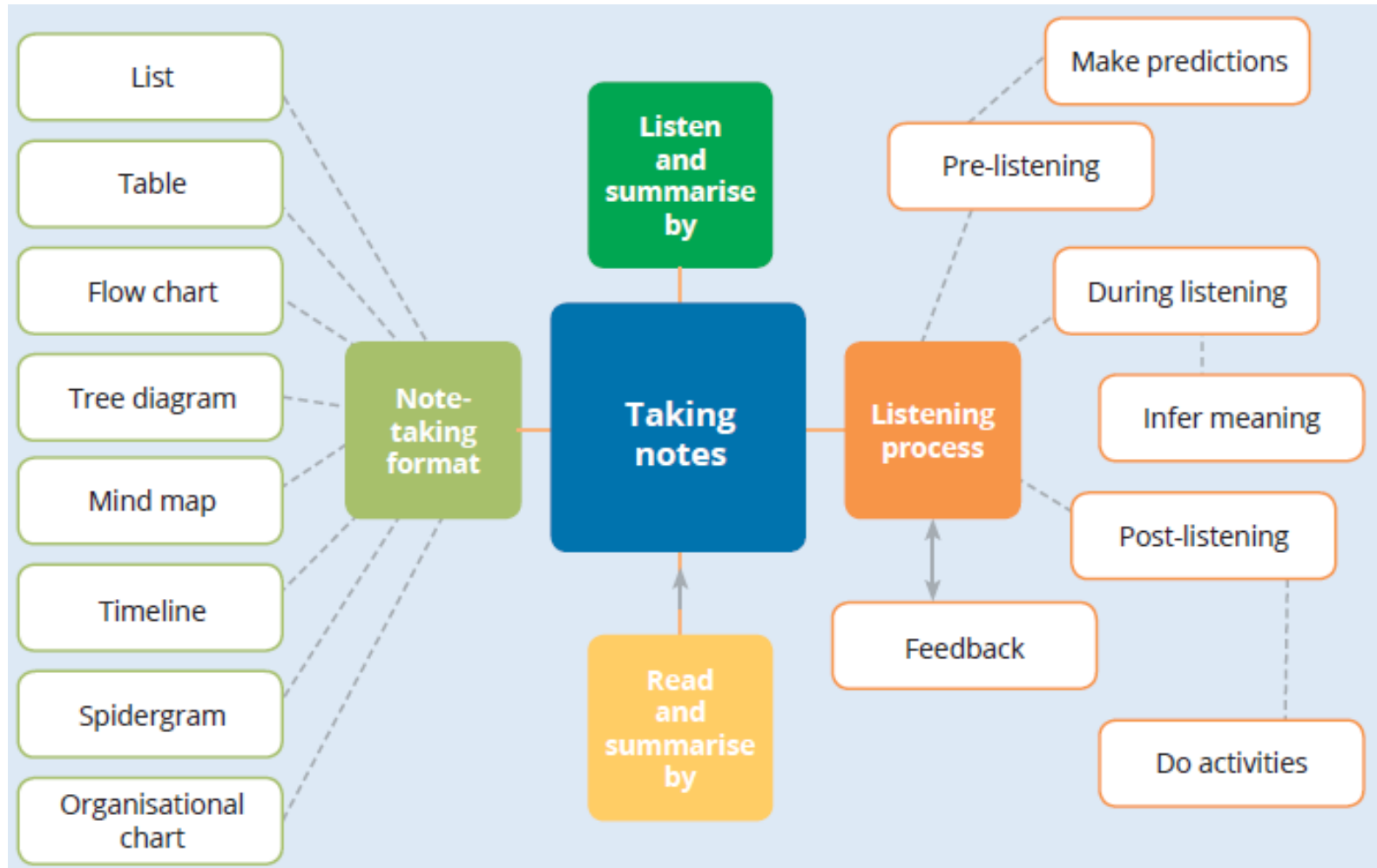


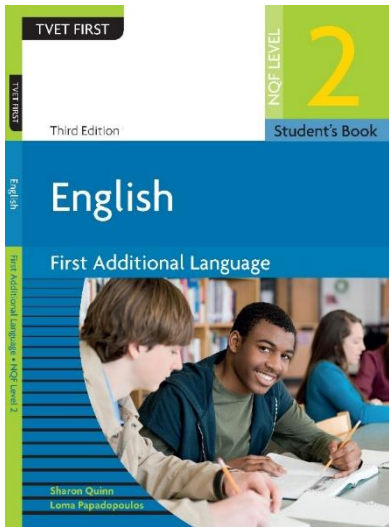
Learning activity 3.7

Module 3

After viewing the video, test your knowledge of this section by completing Learning activity 3.7 on page 40 of your *Student's Book*.

Summary of Module 3





Formative assessment

Module 3

Test your knowledge of Module 3 by completing the Formative assessment on page 41 of your *Student's Book*.



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