

8.4 Speaking and writing

GOALS ■ Take notes while listening ■ Prepare and give a short talk from notes

Writing & Listening taking notes

- 1 Make a list of at least five decisions you have made today.
 - 1 Put the decisions in order of importance.
 - 2 Tell a partner about one of the more important decisions on your list. Did you make it quickly, or think about it for a long time? Did you discuss it with anyone else?
- 2 8.8))) Listen to the beginning of a lecture about making decisions and tick the topic the speaker mentions.
 - Types of decisions we make
 - Why we all make bad decisions
 - The number of decisions we make
- 3a 8.8))) Look at the note a student took during the lecture. Listen again and complete the note.

Intro: Av. person – approx. _____ decisions/day!

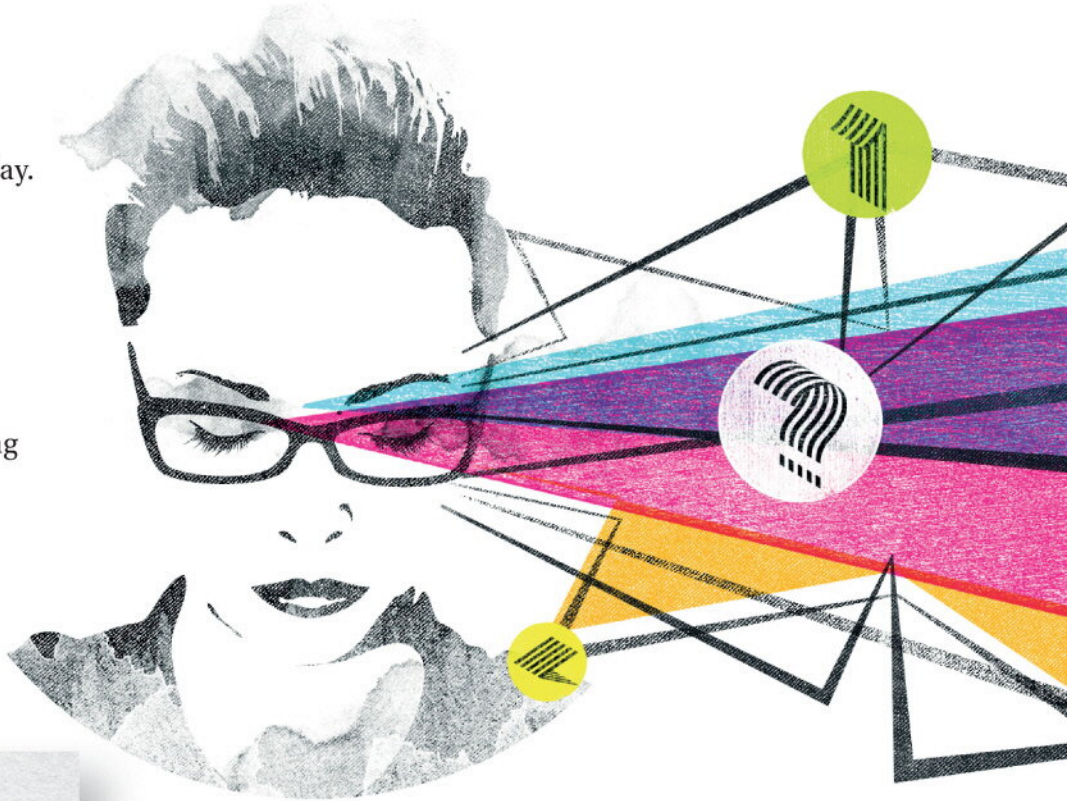
- b Look at the abbreviations. What do you think the full words are?
- 4a Read the information in the Language for writing box and check your answers.

LANGUAGE FOR WRITING taking notes

When taking notes, to write quickly and save time:

- write only the key information; leave out prepositions and articles:
Av. person – the average person
- use abbreviations (often the beginning of the word):
intro – introduction
av. – average
approx. – approximately

- b Work with a partner and look at the abbreviations. What do you think they are short for?
- | | |
|--------------|-------------|
| pers _____ | poss _____ |
| info _____ | probs _____ |
| neg _____ | abt _____ |
| adv _____ | imp _____ |
| disadv _____ | no. _____ |



- 5 8.9))) Listen to the next part of the lecture. Complete the notes using abbreviations. Compare your answers with a partner.

Factors affecting decision-making

- 1 _____ of decisions we make – too many decisions make brain tired.
- To make 2 _____ decisions, do it early.
- Also consider how much 3 _____ you need. Pass to have too much.
- Stress can make you think more 4 _____ positive results than 5 _____.

- 6a 8.10))) Listen to the last part of the lecture and take notes on the main points, using abbreviations where you can.
- _____
 - _____
 - _____
 - _____

- b Compare your answers with a partner.



Speaking giving a talk

7a Look at some of the phrases from the lecture. Match each group a-f to a category (1-6).

a I'm going to talk about ... / firstly, ... / then ... / and finally ...

b Does anyone have any questions? Are there any questions?

c the first one I'd like to talk about is ... / our next (factor) is ... / the third and last (factor) ... is ...

d Hello, everyone. I'm _____ and I'm here to talk to you about ... / I'm going to talk about ...

e So we've looked at ... Now I'd like to finish with ...

f Let's move on now to look at ...

- 1 introducing yourself/your topic
- 2 talking about the structure of your talk
- 3 sequencing your points
- 4 starting a new section
- 5 starting the conclusion
- 6 inviting questions

b Check your answers with a partner. Use the Language for speaking box to help you.

8a Prepare and give a two-minute talk. Choose a topic and make notes for the introduction, the main body and the conclusion. Use the Language for speaking box to help you.

- Social:** A difficult decision I have made.
The country I would most like to move to.
- Work:** A job I would like to do.
How to be a successful manager/other job.
- Study:** The course I would most like to study.
How to pass exams.

LANGUAGE FOR SPEAKING giving a talk

Introduction

- introducing yourself/your topic:
Hello, everyone. I'm _____ and I'm here to talk to you about ..., I'm going to talk about ...
- talking about the structure of your talk:
firstly, ..., then ..., and finally ...

Main body

- sequencing your points:
the first point I'd like to talk about is ..., our next (factor) is ..., the third and last (factor) ... is ...
- starting a new section:
Let's move on now to look at ...

Conclusion

- starting the conclusion:
So we've looked at ... Now I'd like to finish with ...
- inviting questions:
Does anyone have any questions? Are there any questions?

- b** Work with a partner. Practise the talk you have prepared.
- c** Give your talk to the class or to your group. As you listen to other talks, decide what the most interesting piece of information in each talk is. Compare your choice with a partner.
- 9** After you have given your talk, complete the self-assessment of your performance by circling a number at the end of each sentence.

1 = needs improvement, 2 = OK, 3 = excellent

I spoke slowly and clearly.	1 2 3	I made appropriate eye contact with the audience.	1 2 3
I was happy with my use of grammar.	1 2 3	I used positive body language (e.g. I looked confident and smiled).	1 2 3
I used a range of phrases from the key language box.	1 2 3	I was happy with my use of vocabulary.	1 2 3

10 TASK Work with a partner. Talk about the assessment in exercise 9 and together choose **two** things that were good about your talks and **two** ways you could improve in the future.