

Listening Notebook Pack

Purpose: To help ESL teachers and learners design and assess effective note-taking tasks in Listening classes.

Level Range: A2 to C1

PART 1 - Sample Note-Taking Pages

Section	Function	Example Notes
Left column - Headings / Main ideas	Topic words, speaker changes, titles	Study habits in college; Shift to online learning; Advantages / Drawbacks
Middle column - Key details / Supporting points	Keywords, numbers, short phrases	time flexibility; self-discipline (low); group projects -> harder
Right margin - Time markers / signals	Approximate timestamps	0:30 Intro; 1:15 Example; 2:10 Result

Tip: Avoid full sentences. Aim for 3-4 keywords per idea.

PART 2 - Shorthand & Codes List

Function	Symbol / Code	Example
Sequence	1 / ->	first; next; finally
Contrast	=/ or <->	however; on the other hand
Cause / Effect	-> or =>	as a result; leads to
Example	e.g. or ex.	for example; for instance
Names / Places	underline / capital	PROF. SMITH; UK
Important	* or !	key point; highlight
Quote / Reference	"" or Q:	"students said ..."
Time / Number	# / hr / min	2hr; 45min

Classroom task idea: Give students a 2-minute audio. Ask them to use at least five symbols from the list and compare results in pairs.

PART 3 - Mini-Rubric for Quick Assessment (60-second version)

Criteria	3 = Excellent	2 = Adequate	1 = Needs Work
Organization	Clear layout; columns used effectively	Some structure visible	Notes scattered or messy
Use of Signals & Codes	Consistent, accurate symbols	Some missing or inconsistent	Random, unclear marks
Keyword Focus	Short, meaningful words only	Some full sentences	Too many long phrases
Coverage	Main + key details included	Only main ideas	Incomplete or vague
Readability	Easy to scan and review	Some clutter	Hard to read quickly

How to use it: Display 2-3 anonymized samples, score them aloud using this rubric, and let students self-evaluate.

Self-Reflection Page (for learners):

If I could listen again, I would change these three things in my notes:

- 1) _____
- 2) _____
- 3) _____