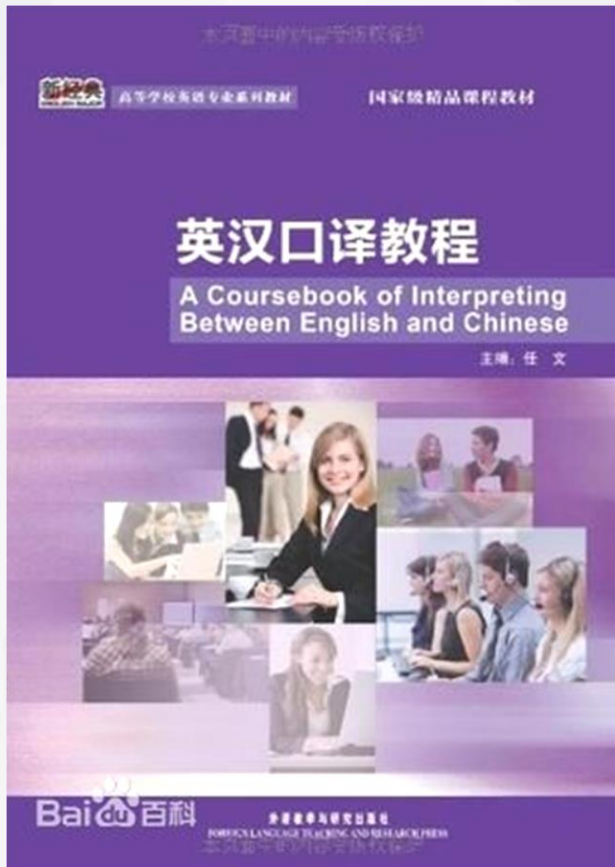


# UNIT 5 NOTE-TAKING SKILLS

添加标题

# Introduction



*A Coursebook of Interpreting Between English and Chinese*

**Unit 5 Note-taking skills**

# 1. Introduction: the course

## Content

01 Teaching analysis

02 Teaching procedures

03 Teaching reflection

# 01 | Teaching analysis

## 1.1 Target students



Non-English majors, sophomore, CET4(500+)



High-level English proficiency

Analytical thinking

High-level motivation

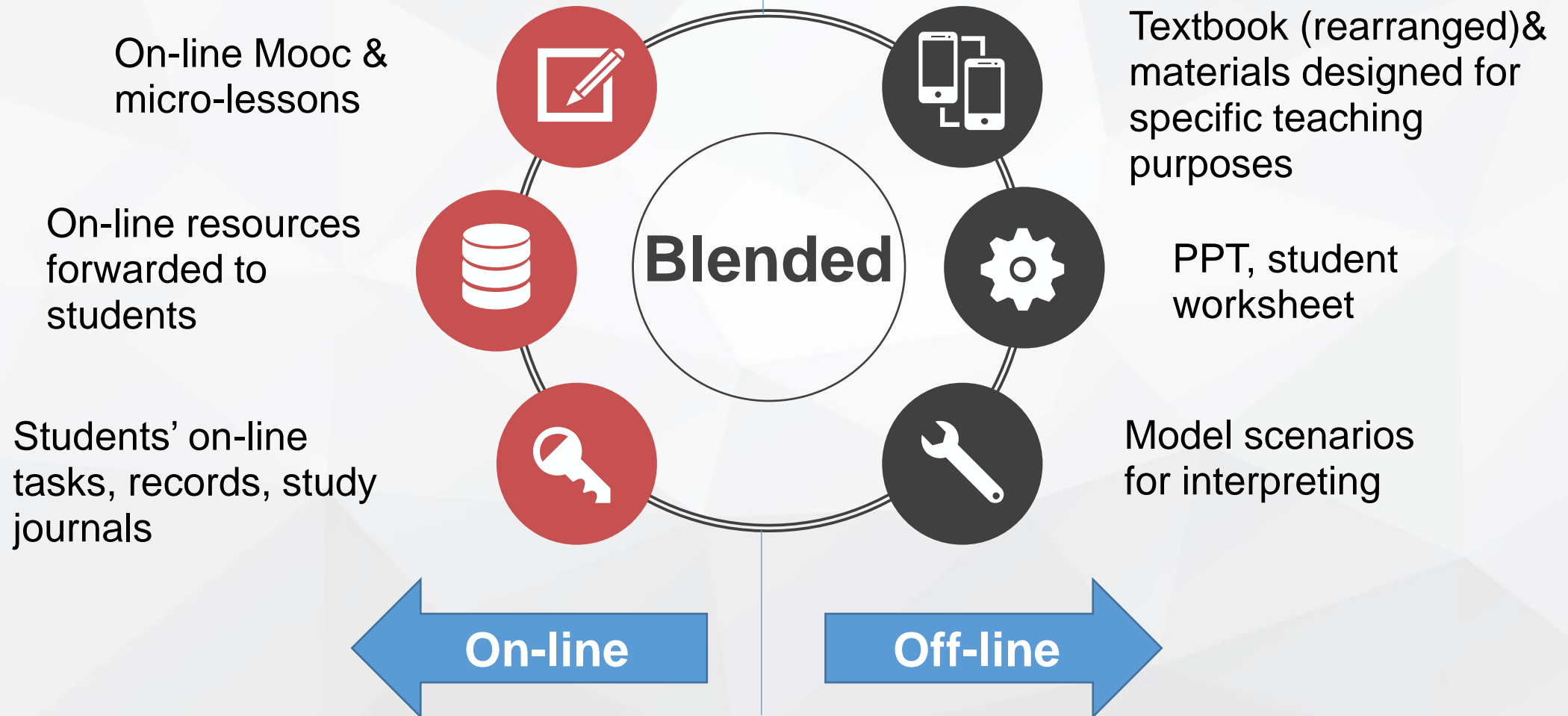
Synthetic thinking

Specialized knowledge

Critical thinking

# 01 | Teaching analysis

## 1.2 Teaching materials

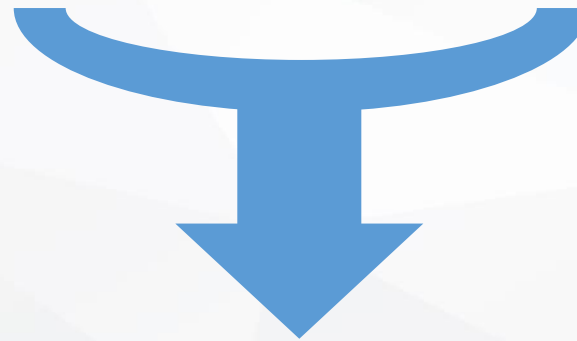


▶ 01 | **Teaching analysis**

1.3 Teaching objectives

Instrumental

Humanistic



**Elementary professional interpreter**



01


# Teaching analysis

## Linguistic competence

overall ability of “listening, speaking, interpreting and translating”

## Interpreting skills

skills of listening & analysis, brain memorizing, note-taking, translation & expression in interpreting



Instrumental objectives



01

# Teaching analysis

## Humanistic objectives



### Cross-cultural communication

intercultural communicative ability supported by extra-linguistic knowledge



### Professional competence

pre-interpreting preparation, coping tactics of emergencies, professional code of ethics, etc



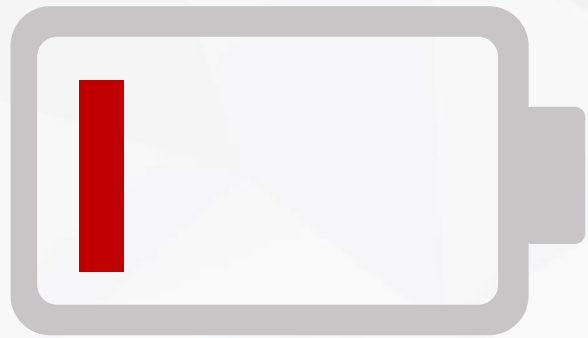
### Autonomous/explorative/collaborative learning

individual work, group work, pair work



## 02 | Teaching procedures

**Keyword:** output-driven (“POA”, Wen Qiufang)



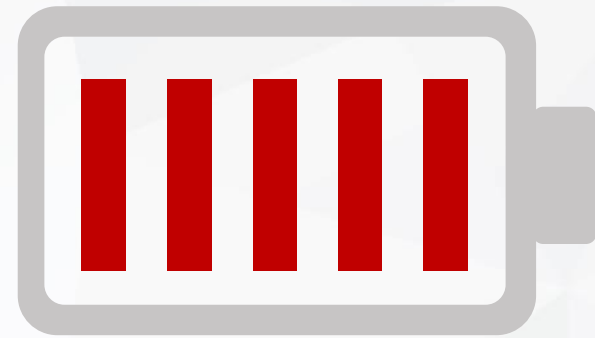
**Motivating**

Task 1: problem identification



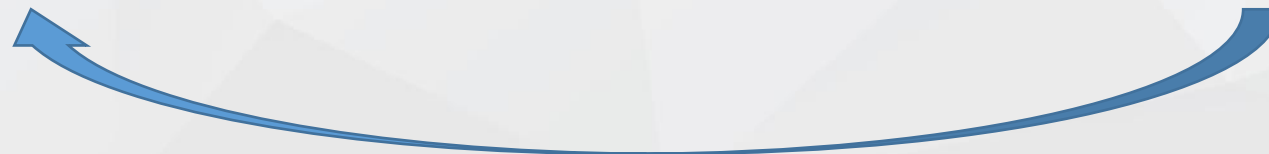
**Enabling**

Task 2: problem solving



**Assessing**

Task 3: consolidation & reflective learning (**new problem**)





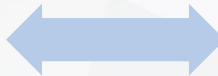
**Self-**  
assessment



**Peer**  
assessment



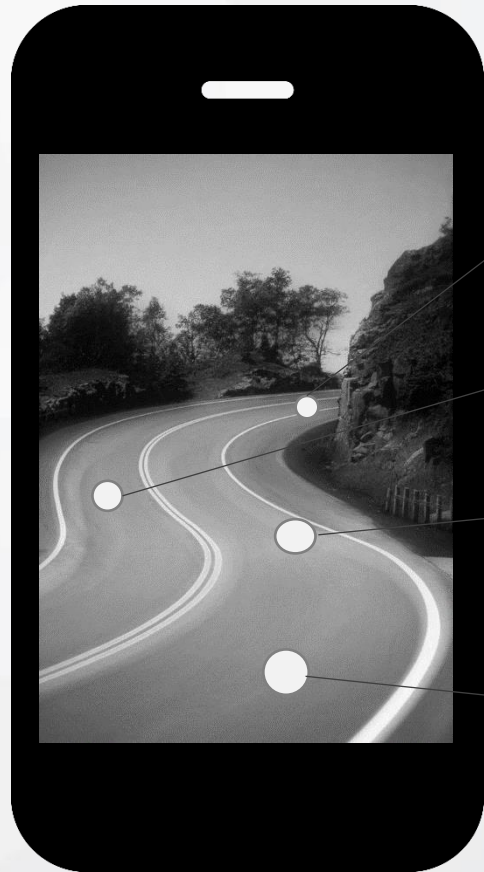
**T-S**  
collaborative  
assessment





03

# Teaching reflection



**Output-**  
driven  
teaching

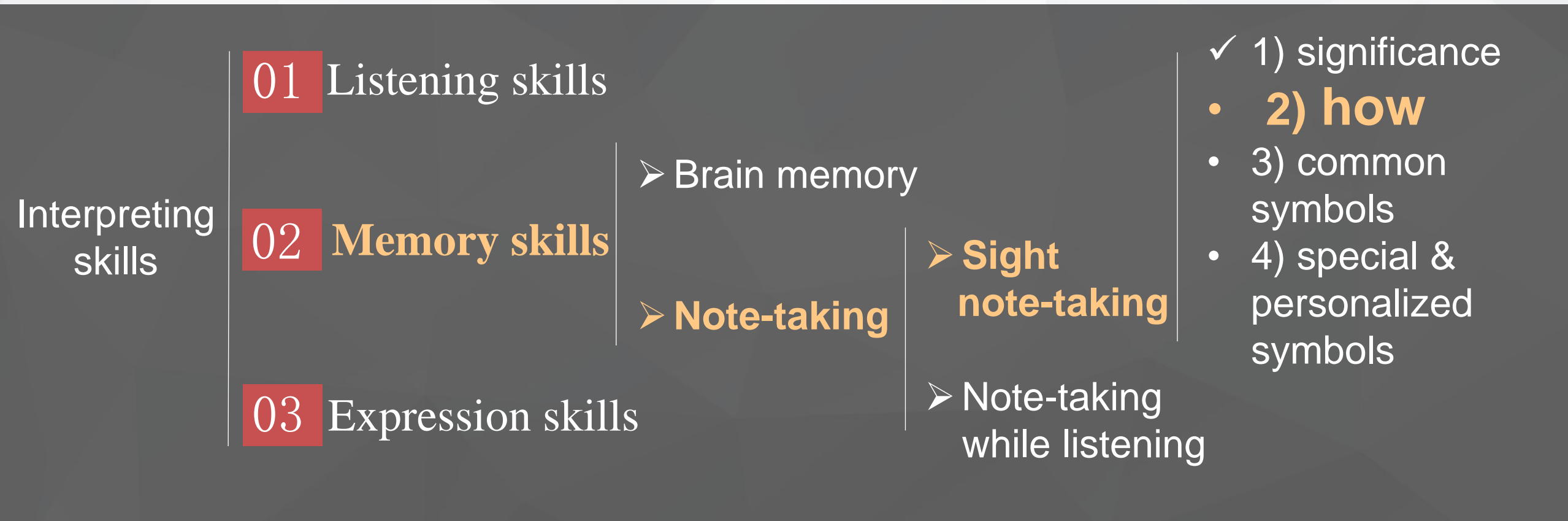
**Blended**  
teaching

**Learning-**  
centeredness

**T-S**  
collaborative  
assessment

# 2. Introduction: the demo class

## 2.1 Teaching content



# How to take notes?



Q3

Q2

Q1

Improve

Arrange

Select



**Advanced, Challenging & Innovative Learning**

## 2.2 Teaching objectives

**Outcome 1:**  
**what** to note down

**Outcome 2:**  
**how** to arrange notes

**Outcome 3:**  
**how** to improve notes

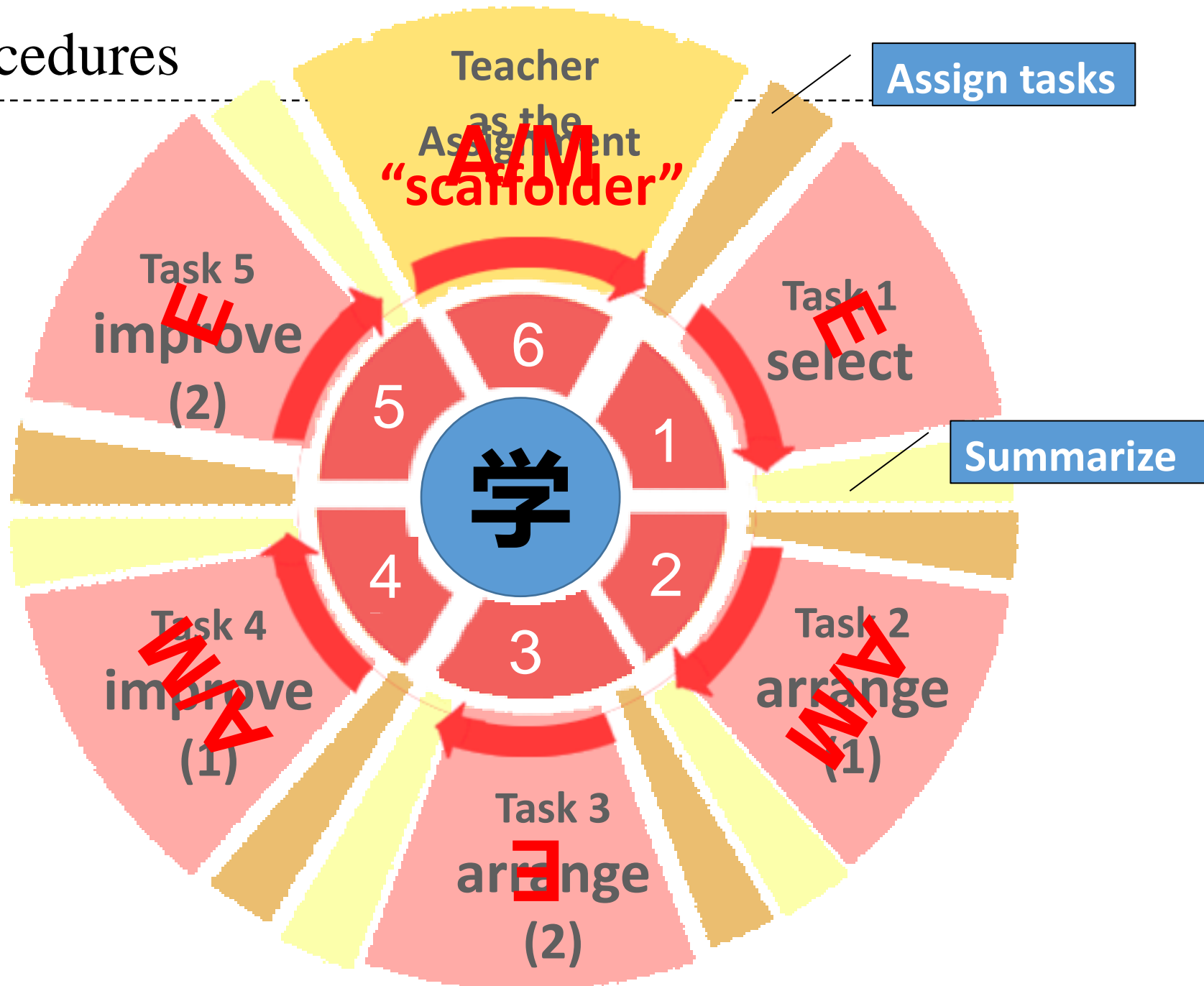
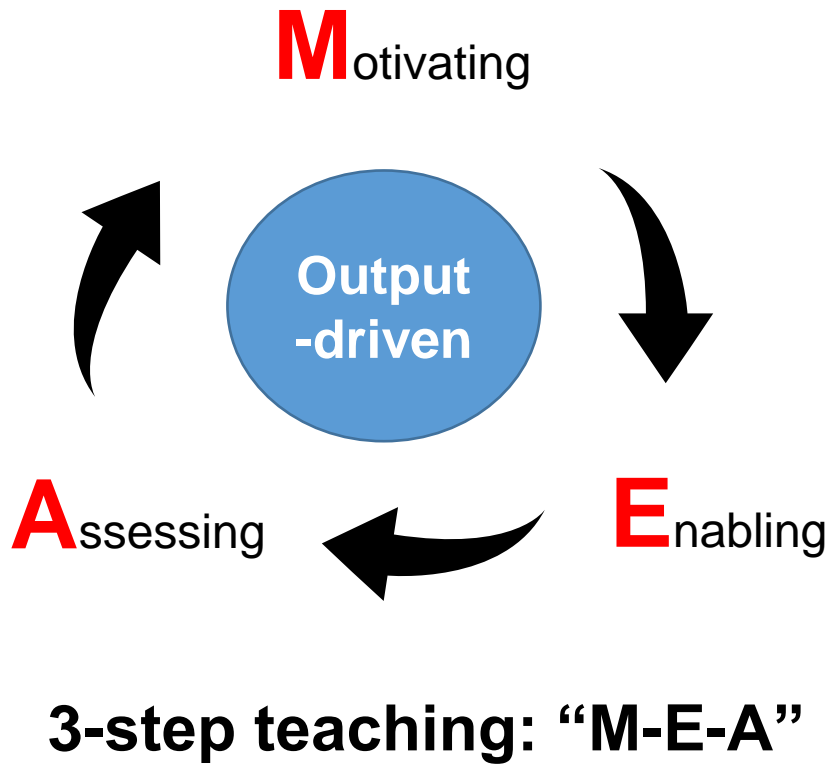
## 2.3 Teaching procedures

**Task1**

**Task 2:** identify problems  
**Task 3:** solve problems

**Task 4:** identify problems  
**Task 5:** solve problems

## 2.3 Teaching procedures



# DEMO CLASS TIME!





# UNIT5 NOTE-TAKING SKILLS



# Let's try!

***Task 1:***

Taking notes & Retelling

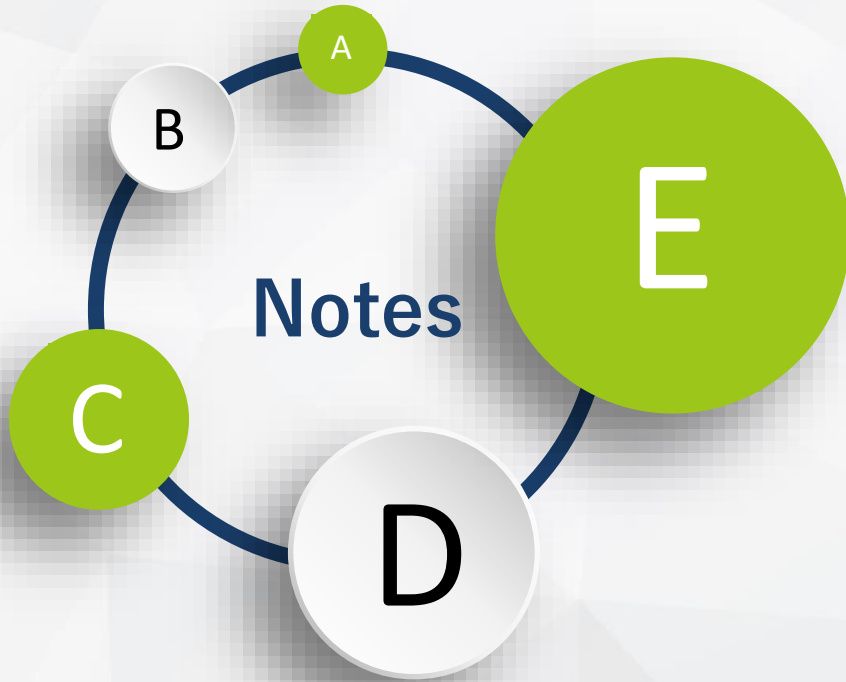


Q1. **What** to note down?



# What to note down?

---



Main ideas (svo)

Important details (n. adj. etc.)

Logic & links

Brain memory difficulties  
(figure, time, place, name, etc)

List

## ***Task 2:***

### **Step 1 Let's practice!**

#### ***Text***

I believe that computers are the most important tools to feed our continuous curiosity and inventiveness. Because they help us solve many difficult problems that even 90% of the students in the Harvard University and Stanford University couldn't solve on their own, according to the Statistics Bureau of America.

# Let's share!



班级邀请码  
**1779385**

已加入  
**30人**

[显示微信二维码](#)



使用学习通扫码

[互动](#)

[更多](#)

[返回](#) [全屏](#)

The image shows a dark blue interface for a class invitation. On the left, it displays the class invitation code '1779385' and the number of people who have joined, '30人'. Below this is a link to '显示微信二维码'. In the center is a large QR code with a red logo in the middle. Below the QR code is the text '使用学习通扫码'. On the right side, there are three circular buttons: '互动' (purple), '更多' (orange), and a downward arrow. At the bottom right, there are two more circular buttons: '返回' (grey) and '全屏' (grey).

## Step 2: Let's comment!



I believe computers most important tools feed Curiosity  
and inventiveness because they help us solve Problems 90%  
ss Harvard standford University Couldn't solve Statistics  
Bureau of America.

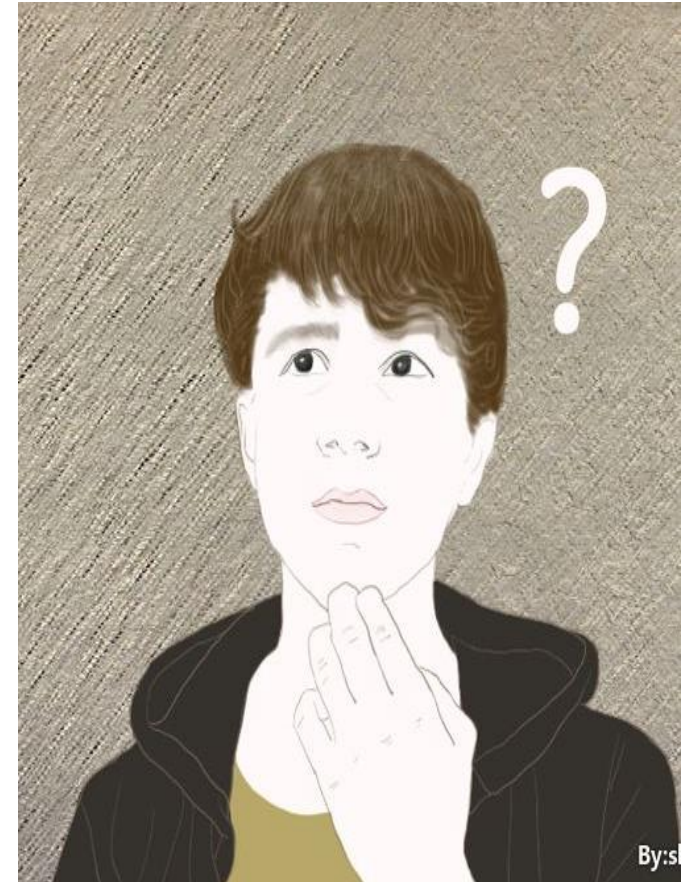
**Unclear**  
**Illogical**  
**Inefficient**



回复主贴



Q2. How to **arrange** your notes?





# Task 3: Let's find!


基础口译

高廷兰 关注

05-18 10:02 回复:0 阅读:4 删除

词云

I believe computers most important tools feed Curiosity  
and inventiveness because they help us solve problems 90%  
ss Harvard Stanford University couldn't solve Statistics  
Bureau of America.



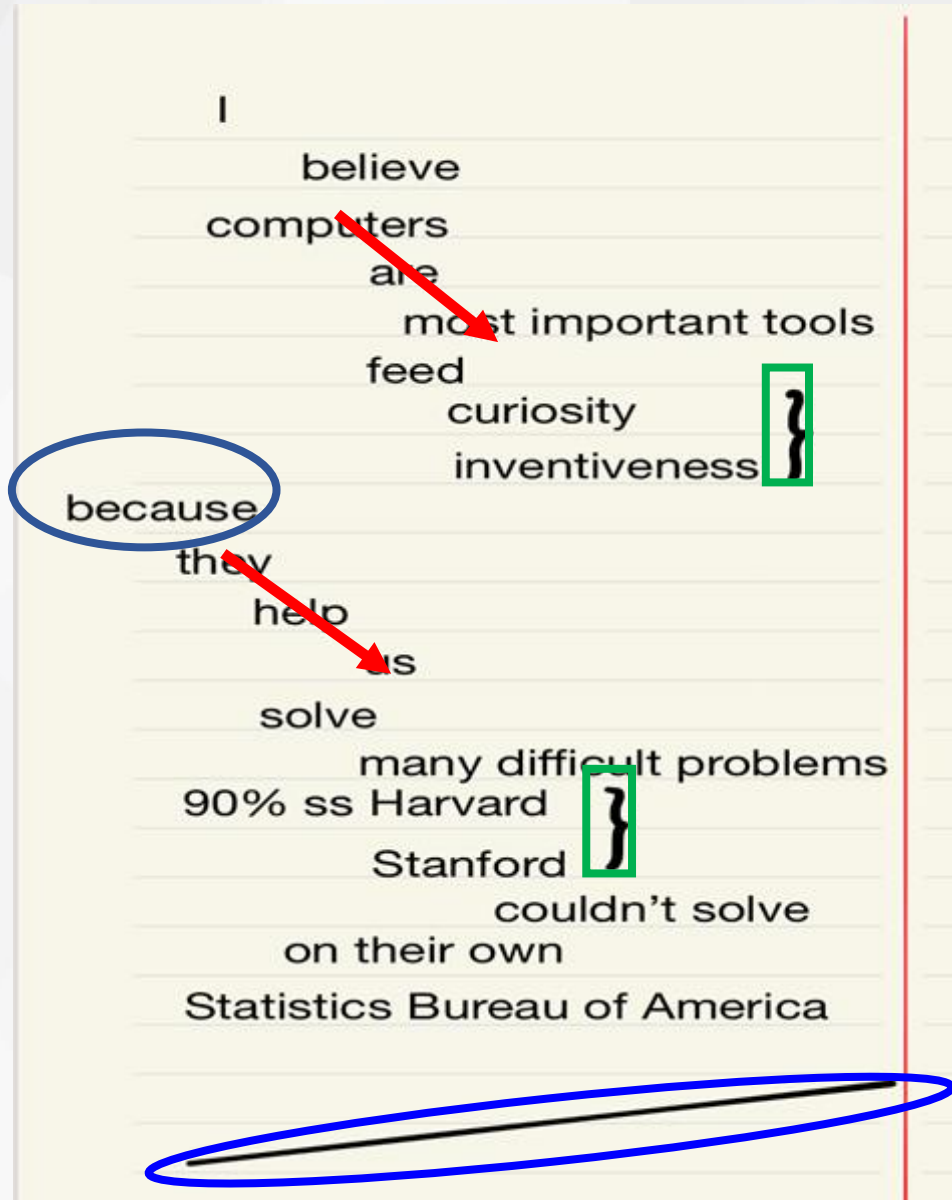
回复主贴

VS

I  
believe  
computers  
are  
most important tools  
feed  
curiosity  
inventiveness }  
because  
they  
help  
us  
solve  
many difficult problems  
90% ss Harvard }  
Stanford }  
couldn't solve  
on their own  
Statistics Bureau of America



# Note arrangement principles



Vertical & diagonal (SVO)



Left-hand margins

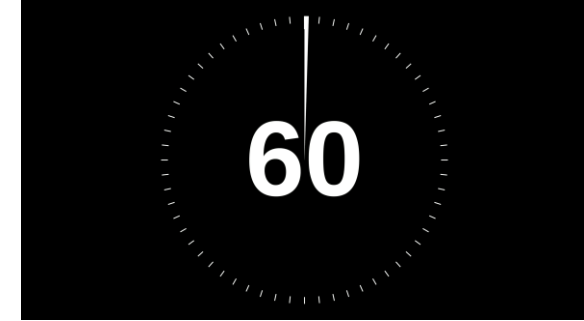


Vertical list with bracket



Separation line

## **Task 4: Let's apply!**



### **Text**

I believe that computers are the most important tools to feed our continuous curiosity and inventiveness. Because they help us solve many difficult problems that even 90% of the students in the Harvard University and Stanford University couldn't solve on their own, according to the Statistics Bureau of America.

Q3. How to **improve** your notes?



# Task 5: Let's explore!



I believe computers are the most important tools to feed our curiosity and inventiveness because they help us solve many difficult problems. 90% of SS at Harvard and Stanford couldn't solve them on their own. (Statistics Bureau of America)

21

*Ways to improve:*

1) Abbreviations

2) Symbols  
3) E & C



**Clear**  
**Logical**  
**Efficient**

# Improving...

I believe computers most important tools feed curiosity and inventiveness because they help us solve problems 90% ss Harvard Stanford University couldn't solve Statistics Bureau of America.

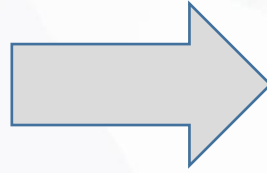
I believe computers are most important tools feed curiosity inventiveness } because they help us solve difficult problems 90% ss Harvard } couldn't solve of their own Statistics Bureau of America

I b  
cpt  
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they  
mp 6  
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90% ss 哈 }  
sof }  
x 6  
Sta US. [22]

Efficiency

# Summary

(5 suggested points to note + 4 principles to arrange + 3 ways to improve)



Memory always comes first!  
Develop your own style of note-taking.







Thank you!