



How to take notes on the CELPIP

The Cheatsheet

- **Purposefully practice taking notes:** This is an essential part of improving your note-taking skills. Spend dedicated time each day focusing on improving this skill, especially if you find it challenging.
- **Set up your paper into sections** based on number of speakers and their gender: Before starting to take notes, ensure your paper is organized correctly. Divide it into sections based on the number of speakers and their gender. This will make it easier for you to track who is speaking and what they are saying.

- **Take notes while watching and listening to a video:** Focus on the topic, speakers' feelings, agreements or disagreements, and any prominent clothing items. This will help you to remember key points and details about each speaker.

- **Regularly listen to a variety of content,** including news stories and interviews, and practice note-taking: This includes a range of audio and visual content. The variety will help you to become more comfortable with different speaking styles and accents, and to improve your ability to take useful notes quickly.

- **Include video content in your practice:** Watching videos can offer a different challenge to just listening to audio, as you'll need to take note of visual cues as well as spoken ones. This is an important skill for real-life situations where you might need to take notes, such as meetings or lectures.
- **Take notes around the 5W's** - who, what, when, where and why: This will help you to take comprehensive notes that cover all the important points of a conversation or lecture.
- **Practice these strategies regularly to improve your skills:** Like any other skill, regular practice is key to improvement. Make sure to set aside time each day to practice

these strategies and improve your note-taking skills.