

3.4 Prepare listening notes and a faithful summary of a review

Name: _____ Class: _____ Date: _____ **Total: 24 marks**

KEY WORDS note-taking 记笔记 • qualification 限定 • summary 概括

Objective

Prepare listening notes and a faithful summary of a review. This is original GAC007-aligned practice, not an official assessment. All people, texts, records and instructions are fictional. This sheet’s word ranges and analytic points are local teaching conventions, not official assessment specifications. Written scripts and plans support listening/speaking preparation; they do not replace reviewed audio or assess pronunciation, actual delivery or one-pass listening comprehension.

1 Key knowledge and worked examples

■ **Key knowledge: report what the speaker measured rather than an imagined benefit**

Note-taking 记笔记 records the details and relationships relevant to the task. A **qualification** 限定 limits a statement, such as volunteers only or no outcome measured. Preserve it in a **summary** 概括 instead of turning a preference into a proven effect.

This health-science-themed exercise concerns a fictional meeting-room preference review. It gives no clinical advice, diagnosis or treatment claim. Reading the original written script tests text understanding and preparation, not actual listening ability.

■ **Source A: text or task brief**

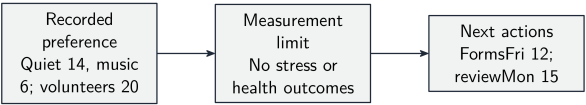
Original written review script: “We asked twenty volunteers which discussion-room arrangement they preferred: a quiet room or a room with background music. Fourteen chose quiet and six chose music. We did not randomly recruit participants, measure stress, or compare health outcomes. These are preference responses only. The next review meeting is on Monday at 15:00, but completed feedback forms are due on Friday at 12:00. Please label your form with the arrangement you used. If you did not try both arrangements, say so instead of inventing a comparison. The coordinator will check the forms before recommending whether another preference review is useful.”

■ **Source B: response or review record**

Notes draft: “20 patients. Quiet cures stress in 70% of all people. Friday noon = meeting. Everyone tried both rooms. Coordinator has approved permanent quiet-only rooms.”

Summary task: Report the preference counts, what was not measured and the next actions. The local practice provides a written script only, with no recording or observed pronunciation.

■ **Worked example: a preference percentage keeps its denominator**



Known: fourteen of twenty volunteers chose quiet. The proportion is $14 \div 20 = 0.70$, or 70% of these respondents. Why name respondents? The volunteer sample is not evidence about every person.

The review measured preferences, not stress or health outcomes. Useful notes keep “quiet 14/music 6; volunteers 20; no health measures; formsFri 12; reviewMon 15; disclose if one arrangement untried.” A possible recommendation is not an approved permanent policy.

2 Practice

2.1 Give the quiet-room and music-room preference counts. [2]

2.2 Give the form deadline and the review-meeting time. [2]

2.3 Correct the claims about patients, a cure and the percentage's population. [3]

2.4 State THREE qualifications or instructions that useful notes should retain. [3]

3 Exam-style questions

3.1 Write a three-part summary covering finding, limit and next action. Explain why two statements in the draft notes must be removed. [6]

3.2 Write an 80–110 word summary for a classmate, keeping the recorded preferences and the actions separate from unmeasured outcomes. [8]

Solutions

2.1

Fourteen chose quiet; six chose music.

2.2

Forms due Friday at 12:00; review meeting Monday at 15:00.

2.3

The participants are volunteers, not identified patients; no stress or health measures support a cure claim; 70% describes the twenty respondents, not all people.

2.4

Any three distinct points, B1 each: nonrandom volunteer sample; preference responses only; no health or stress measures; separate form and meeting times; label the arrangement used; disclose if both arrangements were not tried; recommendation follows form checking rather than an approved permanent policy.

3.1

Preference counts from twenty volunteers; no measured stress or health outcome; Friday noon forms and Monday 15:00 meeting, with checking before a recommendation; honest disclosure if an arrangement was untried; removes one inaccurate draft claim with a source-based reason; removes another distinct inaccurate claim with a reason.

3.2

Local analytic rubric, $8 \times B1$: twenty volunteers and accurate 14/6 counts; preferences rather than treatment; nonrandom sample and no universal result; no stress or health outcome measures; Friday noon forms versus Monday 15:00 meeting; arrangement labels and honest untried disclosure; checking before recommendation without invented policy; coherent truthful 80–110 word response. Example: “Twenty volunteers answered the room-preference question: fourteen chose quiet and six chose background music. These counts describe the respondents’ preferences, not a treatment effect or a result for everyone. The review did not use random recruitment or measure stress and health outcomes. Completed feedback forms are due on Friday at noon, while the review meeting is on Monday at 15:00. Label the form with the arrangement you used and disclose if you did not try both. The coordinator will check the forms before recommending a next step. No permanent quiet-only policy has been approved in the script.”