

Workshop Outline: Note-taking and Presentation Skills

Client

Education Abroad
and Training Centre,
Office of the Civil
Service Commission
(OCSC)

Workshop

Academic English
Skills: Note-taking
and Presentations

Learners

Overseas
scholarship
recipients

Level

Intermediate or
higher (CEFR B1+)

Length

28 hours

Course Summary

This is a twenty-eight (28) hour skills-based academic English workshop designed for Thai learners who will soon be attending university abroad. It is aimed at making them better prepared to understand and retain information given in lectures, and deliver more successful oral presentations. In four days, half of the time (14 hours) will be spent on note-taking skills, and half (14 hours) on presentation skills. This workshop is appropriate for students whose current level of English is *Intermediate* or higher – lower level students would find the content too challenging. Because learners will be giving their own presentations during the workshop, it is highly recommended that no more than sixteen (16) students be in each group of the workshop.

Workshop schedule

Two groups, 1 and 2, will each take 2 days of note-taking skills, and 2 days of presentation skills:

Day	Length	Group 1	Group 2
Day 1	7 hours	Note-taking skills 1	Presentation skills 1
Day 2	7 hours	Note-taking skills 2	Presentation skills 2
Day 3	7 hours	Presentation skills 1	Note-taking skills 1
Day 4	7 hours	Presentation skills 2	Note-taking skills 2

Workshop content: Note-taking skills

Summary

Learners work through various skills related to listening to and taking notes of academic lectures. They listen to 4 short lectures during this time, moving from initially very *guided* note-taking tasks to much *freer* ones.

Units and topics

1 st Day	Unit 1	<p>Listening and note-taking 1</p> <ul style="list-style-type: none"> Analysing the introduction of academic lectures Practising recognising transition signals and identifying topics Analysing the conclusion of academic lectures <p>Listening to a lecture 1</p> <ul style="list-style-type: none"> Practising taking guided notes from a lecture Practising extracting key information from a lecture
	Unit 2	<p>Listening and note-taking 2</p> <ul style="list-style-type: none"> Listening for support for main ideas Recognising importance markers Using symbols and abbreviations to take notes <p>Listening to a lecture 2</p> <ul style="list-style-type: none"> Practising taking guided notes from a lecture Practising extracting key information from a lecture
2 nd Day	Unit 3	<p>Listening and note-taking 3</p> <ul style="list-style-type: none"> Learning how tone of voice conveys meaning Revising signals that indicate arguments Guessing meaning from context <p>Listening to a lecture 3</p> <ul style="list-style-type: none"> Practicing taking guided notes from a lecture Practicing extracting key information from a lecture
	Unit 4	<p>Listening and note-taking 4</p> <ul style="list-style-type: none"> Learning to recognise digressions Learning to distinguish key information from redundant information <p>Listening to a lecture 4</p> <ul style="list-style-type: none"> Practicing listening to a lecture Practicing extracting key information from a lecture
	Unit 5	<p>Listening and note-taking 5</p> <ul style="list-style-type: none"> Listening to students discussing transition issues Reflecting on strategies to overcome transition issues

Workshop content: Presentation skills

Summary

In each unit, learners build their own oral presentation piece by piece, picking up various presentation skills along the way, culminating in a session where each learner gives a short final presentation to their group.

Units and topics

1 st Day	Unit 1	<ul style="list-style-type: none">• Considering the topic, focus, and aim of oral presentations• Considering the purpose and audience• Considering issues in building confidence• Planning for a presentation• Identifying sources of information
	Unit 2	<ul style="list-style-type: none">• Learning to develop main points and write the body of an oral presentation• Learning to write a conclusion• Learning to write an introduction• Focusing on strategies to build confidence
2 nd Day	Unit 3	<ul style="list-style-type: none">• Comparing written and spoken language• Practicing speaking from notes• Considering the use of visual materials• Using rehearsal strategies to build confidence
	Unit 4	<ul style="list-style-type: none">• Identifying appropriate non-verbal communication strategies• Practising strategies to build confidence• Practicing strategies to overcome nervousness• Reviewing your preparation for your oral presentation
	Unit 5	<ul style="list-style-type: none">• Reviewing the aims and techniques of giving oral presentations• Delivering a final oral presentation• Self- and Peer- reviewing performance in final oral presentations

Materials

Learners will be supplied with a Workshop Pack that contains all the materials they will need for the workshop.

Instructors

Our instructors are experienced and skilled in English for academic purposes. They understand and are sensitive to Thai cultural norms as well as the needs of Thai learners who have limited experience with the Western tertiary education system. They deliver highly professional workshops that cater to the Thai personality, creating a relaxed and fun yet productive and results-orientated learning environment. The instructors are briefed on OCSC and its learners' needs.

Assessment

Learners receive informal on-going correction and feedback during the workshop. As part of the Presentation Skills part of the workshop, learners will give a final presentation which will be peer- and instructor-reviewed.

Evaluation

The workshop and instructor are formally evaluated by the learners at the conclusion of the workshop via written questionnaires.

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