

A. Take and use notes



1 Compare the full text of the article on the left, and the corresponding notes on the right. List all the differences.

2 Look at the yellow box below and find all the processes used.

3 Hide the original article and try to rewrite it from the notes.

The Australian Capital Territory's first prison, the Alexander Maconochie Centre, has been officially opened.

The \$130 million prison in the Canberra suburb of Hume was opened with a traditional Aboriginal smoking ceremony. The centre will house 300 inmates including remandees¹ and prisoners from low to high security.

It is the first prison in the country to be purpose-built to meet human rights obligations.

1. remandee (n.) [rɪmɑːn'diː] = personne en détention provisoire

ACT's 1st prison = Alexander Maconochie Ctre → off^{ly} opened.

- \$130 mill^o prison
- Canberra suburb (Hume)
- trad^{al} Abo^{al} smokg ceremony
- 300 inmates = remandees & prisoners, low + high secu^{ty}
- meets human rights obli^o = 1st prison in Australia

Abbreviations

General

ordinal numbers → 1st, 2nd, 3rd, 4th etc.

and → &

superior/inferior → >/<

approximately → ≈

consequence → ⇒

currencies → € (euro), \$ (dollar), £ (pound)

measures and units →

kg (kilograms), m (meters), ft (feet), in (inches), mph (miles per hour), kph (kilometers per hour)

increase/decrease → ↑ / ↓

is, are, means → =

different → ≠

man/woman → ♂ / ♀

Expressions

for example → ex/e.g.

to refer to → cf.

as soon as possible → asap

to be continued → tbc

in addition → in +

compared with → compd w/

Contractions

Three possibilities:

1. Use the first letters only.

limo (limousine), ad (advert), gym (gymnasium), adv (adverb)

2. Contract the ending.

-ly ending → ^{ly}

-ion ending → ^o

-ial ending → ^{al}

-ent ending → ^t

-ing ending → -g

3. Remove some letters (usually vowels) in the middle of the word.

work → W, number → nb / n^o,

important → imp^{tt}, power → pw,

foot → ft, including → inc.,

boulevard → bd

Prepositions

with and without → w + w/out

between → betw

at → @

Acronyms

European Union → EU

United Nations → UN

Règles d'or

1. Soyez synthétique : ne gardez que les mots-clés et abrégez au maximum. Les outils grammaticaux (auxiliaires ou articles) ne sont pas retenus.
2. Organisez vos notes : regroupez les arguments en fonction des notions exprimées (causes/ conséquences par exemple). Listez les points, aérez et privilégiez les schémas.
3. Entraînez-vous à prendre des notes sur des paragraphes rédigés pour vous familiariser avec les symboles et les procédés.
4. Entraînez-vous à restituer les informations données sous forme de notes en formant des phrases entières.
5. À l'inverse, quand vous développez une production écrite à partir de notes, reliez les idées avec des mots de liaison pour arriver à des phrases complexes (*moreover, however, so, and yet, nevertheless, that is why etc.*)
6. Pensez à segmenter la prise de notes en fonction des différents sujets abordés.

Now your turn



Pairwork. Choose a short article from a newspaper or magazine. Take notes on the essential facts. Exchange your notes and restate the information orally using full sentences.