

Listening Strategy 19

Recognize cues for the organization of a lecture

It is useful for you to recognize the organization of a lecture as soon as possible because it will help you to think ahead and take better notes. Professors generally plan their lectures, using the following types of organization: definition and description; chronology and process; comparison and contrast; classification; and cause and result. A topic sentence may preview the organization, but sometimes you must use cues from the lecture to identify the organization. Remember that you may hear several kinds of cues because more than one type of organization can appear in a long lecture.

Organization

Definition and description
Classification
Comparison and contrast
Chronology and process
Cause and result

Cues

BE verbs and descriptive adjectives
Types, parts, and kinds
Similarity, difference, and comparative adjectives
Transition words *next*, *then*, *after* or dates and steps
Because and *therefore*

EXAMPLE SCRIPTS

Definition

Fossils are the remains of ancient plants and animals that are preserved for thousands or even millions of years, usually in stone. They include animal bones, shells, and seeds, or the imprint of more fragile plant life that has disintegrated but has left its mark in a harder substance. Even footprints are fossilized.

Classification

In general, two types of planets have been identified in our solar system. The inner planets, which are mostly made of rock, are referred to as the terrestrial planets, uh, probably because of their similarity to Earth. The outer planets, those farther out in space, those have a very different kind of composition. They are, in effect, large bodies of liquid gas.

Comparison and Contrast

Unlike the direct ancestors of modern humans, Neanderthals were shorter and smaller. There is evidence that they had barrel chests and thicker bones, which may have meant that they were stronger than humans. Another significant difference was the skull and dental structure.

Chronology and Process

In 1534, Jacques Cartier sailed into the Gulf of Saint Lawrence. The next year, he traveled up the Saint Lawrence River in search of the Northwest Passage. Although he did not find it, by 1600, trade had been established with the Huron Nation. Three years later, Samuel de Champlain arrived with a view to exploring and mapping the territories in Eastern Canada, which he named New France.

Cause and Result

If lightning strikes a building with a lightning rod on it, the lightning will be conducted through the rod and into the ground through a wire instead of into the building itself. because the air near the rod becomes ionized during an electrical storm and therefore more conductive relative to the surrounding environment.

Practice 19

Listen for the organization of the lecture. Use the topic sentence and rhetorical cues to identify the organization. Check your answers with those in the Answer Key on pages 338–339.



Track 20

Notes

Topic Sentence: _____

Cues: _____

Organization: _____

Basic Strategy: Internet iBT Listening and Institutional ITP Listening

★★**Bonus:** iBT Reading, ITP Reading

You can also use this strategy to identify the organization of reading passages on both the iBT and the ITP.

Listening Strategy 20

Use lists and charts for notes

You will have to arrange events in order or fill in a chart that shows relationships in some passages on the Internet iBT. Comparison and contrast are easy to arrange on a chart and are the most common organization for a lecture that will include a relationship question. If you use lists and charts in your notes, you will have a visual reference for the relationships in the lecture. It will be easy for you to answer these questions.

EXAMPLE SCRIPT

Humanistic Therapies

All three of the humanistic therapies that we are going to discuss today are generally . . . let's say, optimistic. They tend to . . . to support the clients and help them to fulfill their potential. Carl Rogers developed what he called Client-Centered or Person-Centered therapy that, uh, encourages the therapist to focus on the client's point of view instead of the therapist's interpretation. So, logically then, the therapist is very nonjudgmental and doesn't really provide subjective direction for the clients. Active listening on the part of the therapist allows the clients to share both the information in the communication and the emotion that they feel. One of the most useful techniques in Client-Centered therapy is *mirroring*, uh, that means that the therapist simply repeats a summary of what the clients say in sessions so they can hear their own words and reflect on them.

Okay, the next therapy, Gestalt therapy, that's also a humanistic approach, but its goal is to help clients to become more integrated, as the name would imply. Fritz Perls, who established Gestalt therapy, he thought that it was important to help clients accept and integrate painful or undesirable aspects of their personalities. To do that, he preferred to hold sessions in groups. Although the emphasis was still on the individual . . . the potential of the individual . . . he thought that working out problems with the support of a group would help individuals to assume more personal responsibility. All communication between the therapist and the group in a Gestalt session is in the present continuous tense because what is happening *now* is primary. The interpretation of dreams, fantasy, and role playing are also important techniques for a Gestalt therapist.

So that brings us to Existential therapy, that's a humanistic approach too, but it begins with larger questions about the meaning of life and assists clients to . . . to . . . to develop a value system. The goal of this therapy, according to Victor Frankl, uh, the goal is to help clients understand the freedom of choice that is available to them and to find out what is important to them so they can find purpose and meaning in life . . .

EXAMPLE NOTES**Client-Centered**

Carl Rogers
 client point of view
 nonjudgmental
 active listening
 mirroring—repeat summary

Gestalt

Fritz Perls
 accept painful/undesirable
 group sessions
 role playing/dreams
 NOW—present continuous tense

Existential

Victor Frankl
 larger questions
 meaning of life
 value system
 choices—purpose

EXAMPLE QUESTION

With which type of therapy are the following techniques associated? Please place a check mark in the correct box.

	Client-Centered	Gestalt	Existential
group sessions		✓	
mirroring	✓		
value system			✓
present continuous tense		✓	
active listening	✓		

Practice 20

Listen for sequences and relationships in the lecture. Write notes in the form of lists and charts. Compare your lists or charts with those in the example notes and the example question in the Answer Key on page 340.

**Track 21****Notes**

Basic Strategy: Internet iBT Listening

★★Bonus: iBT Speaking, Writing

You can also use this strategy when you are taking notes for conversations and lectures in the Speaking and Writing sections of the iBT. Remember that you cannot use notes on the Institutional ITP.