

Listening cheat sheet

TRAP ANSWERS

Heard-it. You heard “gym”, but it was rejected.

First idea, not final. Plans change. The last version wins.

Number shuffle. Both numbers were said. Only one goes with students.

Polite no. An indirect refusal is still a refusal.

Wrong speaker. Right idea, wrong person.

Reported view. The speaker reported that view, then rejected it.

A NOTE-TAKING SYSTEM

M / W or initials — One column per speaker, so every note has an owner

→ — Decision or result: “bus → too slow”

✗ — Rejected idea. The trap answers come from these

? — Undecided, or a question still open

↑↓ — More / less, rising / falling (prices, numbers)

★ — Emphasised point: “the main thing is...”

SIGNAL WORDS

Correction: actually, wait, sorry, I mean, on second thought

Throw away what came before. The new version is the answer.

Contrast: but, however, although, the thing is
The real point is coming.

Decision: so let’s, I’ll go with, okay, we’ll, that settles it
The final choice. Write it down.

Emphasis: the main thing is, what really matters, above all
Likely to be asked about.

Sequence: first, then, after that, finally
Steps or order. Number your notes.

Opinion: personally, if you ask me, I’d argue, some people think
Whose view it is. Speaker’s own or reported?

CHECKLIST

- ☐ Every question answered, even with a guess.
- ☐ Notes show the final decision, not just the first idea.
- ☐ Every number noted with what it belongs to.
- ☐ In Part 5, every note has a speaker’s name on it.
- ☐ In Part 6, the speaker’s own view kept separate from the views they report.