

SYLLABUS

Faculty of Arts and Sciences

Course Code	Course Title		Credits	ECTS Value
TRN 215	Listening and Note-taking Techniques		(2-2-3)	6
Prerequisite Courses:	None			
Course Language:	English	Course Delivery Mode:	Face to Face	
Course Type and Level:	Compulsory / Undergraduate / 2nd Year / Fall Semester			
Instructor's Title, Name, and Surname		Course Hours	Office Hours	Contact
Assist. Prof. Dr. Mustafa Kartal ÇELİKAY		3	Wednesday: 10:00 – 11:00 & 13:30 – 14:30	kartalcelikay@cag.edu.tr
Course Coordinator:	Assist. Prof. Dr. Mustafa Kartal ÇELİKAY			
Course Objectives				
Course Learning Outcomes	This course aims to systematically improve students' listening and note-taking skills. Students will gain the ability to identify ideas, capture connections, use symbols and abbreviations, create memory prompts, and reconstruct ideas both in writing and orally through note-taking techniques. Thus, by effectively using short-term and long-term memory, they will establish a sustainable practice of listening and note-taking that will benefit both their academic and professional lives.		Relations	
			Program Outcomes	Net Contribution
	1	Defines the basic techniques used in listening and note-taking and distinguishes between them.	3, 6, 7, 9	4, 5, 5, 4
	2	Identifies the main ideas and supporting ideas in a text and organizes them hierarchically in the notebook.	6, 7	4, 5
	3	Applies techniques such as mind maps, verticality, links, and pro-forms in different texts.	5, 8	5, 5
	4	Improves note-taking speed by using symbols and abbreviations and develops a personal system.	7	5
	5	Produces an outline/summary from notes and conveys the ideas into the target language.	6	5
	6	Analyzes missing parts during listening and develops prompts to support memory.	7, 11	5, 4
7	Evaluates his/her own note-taking performance and comments on strengths and weaknesses.	4, 9	5, 5	
Course Content:	This course integrates the theoretical foundations of listening and note-taking skills with practice. Students learn and apply techniques such as identifying ideas, detecting connections, mind maps, verticality, links, pro-forms, symbols, and abbreviations. Before the midterm, students reinforce the techniques through note-taking exercises on transcripts; after the midterm, they adapt to real listening environments by working with audio recordings. Throughout the semester, students develop the ability to produce outlines/summaries from their notes, use memory prompts, and manage missing information. In this way, they gain the competence to use note-taking not only for interpreting but also as an effective tool for communication and learning in their academic and professional lives.			
Course Schedule (Weekly Plan)				
Week	Topic	Preparation		Teaching Methods and Techniques

1	Introduction to the course, syllabus, and expectations	None	Explanation by instructor, Q&A, discussion
2	Mind Maps	English transcripts	Theory, mind map drawing, note-taking exercises
3	Recognizing & Splitting Ideas (SVO)	English transcripts	Extracting ideas using SVO structures
4	The Beginning of Notes	English transcripts	Standard notebook layout, first complete note-taking
5	Links	English transcripts	Marking connections, using symbols
6	Verticality & Hierarchies of Values + Symbols	English transcripts	Main/secondary ideas, symbol practice
7	Memory Prompts & What to Note	English transcripts	Memory prompts, note selection skills
8	Midterm Exam	Class notes	Testing note-taking techniques from English transcripts, producing an outline in the target language
9	Midterm Exam	Class notes	Testing note-taking techniques from English transcripts, producing an outline in the target language
10	Clauses, Rules of Abbreviation, Verbs	English transcripts	Breaking clauses, abbreviations, verb-focused note-taking
11	The Recall Line, Uses of Margin, Implicit Links	English transcripts	Using margins, recall line, implicit links
12	Pro-forms, Noting sooner or later, How you write it, More on Symbols, Things you didn't catch	English transcripts	Pronouns, writing style, symbols, managing gaps
13	Note-taking from audio recordings and oral production I	English audio recordings	1st hour instructor demo, 2nd–3rd hours student practice
14	Note-taking from audio recordings and oral production II	English audio recordings	1st hour instructor demo, 2nd–3rd hours student practice
15	Note-taking from audio recordings and oral production III	English audio recordings	1st hour instructor demo, 2nd–3rd hours student practice
16	General revision and preparation for final exam	Semester notes	Review of techniques, outline and short production trials
17	Final Exam	Class notes	Note-taking from oral English text and producing target language translation
18	Final Exam	Class notes	Note-taking from oral English text and producing target language translation

Course Resources

Textbook:

Gillies, A. (2007). Note-taking for Consecutive Interpreting – A Short Course. St. Jerome Publishing

Recommended References:

Gile, D. (2009). Basic Concepts and Models for Interpreter and Translator Training. John Benjamins.
 Rozan, J. F. (1956). Note-taking in Consecutive Interpreting. Genève: Georg.

<https://sdgs.un.org/>
<https://speechbank.un.org/en/speech-search>
<https://aiic.org>

Course Assessment and Evaluation

Activities	Number	Percentile	Notes
Midterm Exam	1	30%	Note-taking from 2 English texts + outline/summary in Turkish
Participation	3	10%	Active participation in listening practices (Weeks 13, 14, 15)
Final Exam	1	60%	Final Exam – Text 1 (40%): 2 readings of same English text, note-taking + Turkish translation Final Exam – Text 2 (20%): 1 reading of an Turkish text, note-taking + English translation

ECTS Table

Content	Number	Hours	Total
Course Duration	14	3	42
Out-of-Class Study	14	5	70
Audio recording practice sessions	3	6	18
Midterm Exam (Midterm Exam Duration + Midterm Exam Preparation)	1	20	20
Final Exam (Final Exam Duration + Final Exam Preparation)	1	25	25
Total:			175
Total / 30:			175 / 30 ≈ 5,8 ≈ 6
ECTS Credit:			6