

Writing tip

Sometimes we take notes because it is quicker than writing full sentences. When you are listening to a lecture or a presentation it is better to write down key words and information than try to write down everything that is being said. You can also make notes when you are reading. You can use abbreviations, symbols and arrows, etc. Notes often miss out 'non-essential' words such as *determiners* (for example *the, a, an, many*), *prepositions* (for example *for, in*), *verbs* (for example *be*), and *adverbs* (for example *very*). For example:

As a pilot you will be working long hours because it takes a long time to prepare, fly and land the plane.

Notes: *pilot, work long hours, prepare, fly, land*

2 Expand the notes into full sentences.

	Notes	Sentences
1.	<i>airport one of largest world</i>	
2.	<i>people visit different reasons</i>	
3.	<i>passenger satisfaction important</i>	
4.	<i>being pilot hard job</i>	
5.	<i>lots opportunities promotion</i>	
6.	<i>training long time</i>	