

BEC复习指导:口头总结 PDF转换可能丢失图片或格式，建议
阅读原文

https://www.100test.com/kao_ti2020/151/2021_2022_BEC_E5_A4_8D_E4_B9_A0_E6_c85_151139.htm Giving the main points of a message or taking notes on what we are told or have heard is a very important skill when using English in business. Taking notes on what weve heard is more difficult than making notes on something weve read. Which of this advice do you find useful ? 1. Never write in complete sentences. 2. Dont use so many abbreviations that your notes are meaningless later ! 3. Use key words like because , therefore , but or and to indicate the relations between ideas. 4. Use the dash - . It is the most useful punctuation mark in note-taking. 5. Use a lot of space - then you can expand your notes later. Put each idea on a new line. 6. Use the layout : paragraphs , headings and underlinings to help make the meaning clear. 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com