

NIREYX EDUCATIONAL CONSULTS

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GST101 SUMMARY

Listening is a _____ day to day activity

Compulsory

Listening is a compulsory _____ activity

Day to day

Listening is a compulsory day to day activity

True

A _____ is anybody who is capable of listening to anything said, and possibly, participates in what he listened to and what is demanded to be done.

Listener

Anybody who is capable of listening to anything said and possibly participates in what he listened to and what is demanded to be done is called a _____

Listener

You as a listener must listen because_____

Listening is a day to day activity

You listen to _____ when you are lost or new to a place.

Directions

You listen to lectures which are delivered by _____ in a field.

Specialists

You listen to _____ which are delivered by specialists in a field.

Lectures

Listening activities can be divided into _____ major parts

Two

Listening activities can be divided into two major parts, namely:

listening in general, social setting and listening for specific purposes.

Listening to gather information is listening for _____ purposes

Specific

Listening to gather information, for directions, listening to academic lectures, to process involved in doing something, or listening to critically evaluate what a speaker is saying is for _____

Specific purposes

Your concern in this study is listening in_____.

English

Indeed, _____ is the medium of instruction.

English

Indeed, English is the medium of_____.

Instruction

The following are requirements for active listening:

- functioning ears
- concentration
- ability to think along with the speaker
- ability to anticipate what the speaker is about to say
- ability to note important signposts that keep the listening activity going

Anybody with a functioning ear can listen.

True

The deaf listen by means of _____ from sign language.

Signals

The deaf listen by means of signals from _____ language.

Sign

The deaf listen by means of signals from sign language.

True

Of course, if you have listening defects listening ability will be_____.

Difficult

Listening ability will be difficult if you have listening _____

Defects

The third listening enabling skill is _____ and anticipate what the speaker is about to say.

Ability to think along with the speaker

You cannot think along with the speaker if your mind goes astray.

True

The speaker says...	You anticipate...
First of all...	Secondly
In the past...	Now...
Areas of strength...	Areas of weakness
The most important...	The less

Indeed, ability to anticipate can assist you in good listening.

The fourth listening enabling skill is_____

Relationship

The ability to relate or connect what was said before with what the speaker is saying now is called_____

Relationship

_____ comes into listening when expressions such as “as I said before”, “on the one hand”, “consequently”, “in other words” are said by the speaker. **Relationship**

_____ and important signposts facilitate effective listening.

Anticipation

Anticipation and important _____ facilitate effective listening.

Signposts

Anticipation and important signposts facilitate effective_____.

Listening

Listening is closely related to comprehension.

True

Listening is useless if there is no comprehension.

True

Listening is useless if there is no_____

Comprehension

_____ is at different levels during the art of listening.

Comprehension

Comprehension is at different levels during the art of listening.

True

Some speeches are to be comprehended superficially because_____

The points are not too important

Some speeches require proper attention because_____

What is to be discussed is very important

The following are factors affecting comprehension

- Not being familiar with the topic
- Lack of concentration
- Lack of interest
- Limited language and vocabulary of the subject matter
- Inability to think deeply

_____ is central to all listening activities.

Comprehension

Comprehension is _____to all listening activities.

Central

Comprehension is central to all listening activities.

True

Listening without comprehension is useless.

True

You must always strive for _____ whenever you listen.

Comprehension

_____ is an impossible situation made tolerable by unselfishness.

Marriage

Matching for _____ is trivial consideration.

Size

Age is a _____ process

Biological

_____ is a factor overlooked in considering a marriage partner because most of us take health for granted.

Good health

Listening and comprehension are related.

True

You listen to_____.

Comprehend

Comprehension is at different levels - **superficial** and **deep**

The concentration you give to any listening activity depend on_____

The importance of what is listened to

_____ means taking notes from lectures or speeches.

Note-taking

Note-taking means the art of taking notes from lectures or_____.

Speeches

You should always take notes while listening to a speech, talk or a lecture no matter the medium of delivery.

True

The rules take notes from lectures are the following

- Listen carefully to the lecture
- Understanding
- Put down the summary of the main points of the lecture.
- Use abbreviations where necessary and possible
- Use symbols where necessary or important

The common note-taking abbreviations are listed in the box below.

i.e	=	that is	V	=	verb
b/4	=	before	Prep	=	
		preposition/preparation			
i/c	=	in charge	Pro	=	pronoun/pronounce,
etc	=	and so on			syn = synonyms
viz	=	namely	idm	=	idom
sb	=	somebody	sgm	=	symbol, symbiotic
sth	=	something	fig	=	figure
abr	=	abbreviations	BrE	=	British English
b/c	=	because/became	Nig	=	Nigeria/Nigerian
			Afr	=	African/Africa
			Conj	=	conjunction

Do not write full sentences in note-taking.

True

Science and technology students use more symbols than the humanities students.

True

Some of the symbols you can use in note-taking are presented in the next box.

=	equals	& = and
≠	does not equal	# example on telephones/addresses
≈	approximately equal to	... omission from extract/sentences
>	more	" ditto/same as above
<	less than	
∴	therefore	
∵	because	@ at
✓	Correct/tick	% percentage
X	incorrect	₦ Naira
*	Important point/asterisk	
¶	paragraph	① information
—	boundaries	♂ Male
		♀ Female

Fig. 3.2: Symbols for Note-Taking

Leave plenty of _____ between different headings and subheadings when taking notes.

Space

Academic life is full of different kinds of_____.

Information

_____ life is full of different kinds of information.

Academic

_____ are vital information that place you in proper perspectives regarding: location, situation, time and place

Directions

You need _____ in order to function effectively in real life.

Directions

_____ are regarded as true information

Facts

Facts are regarded as _____ information

True

_____ are real events, not fable or untrue story.

Facts

The most difficult task in listening-comprehension is _____ **To be able to distinguish facts from fables, facts from opinions, true from untrue facts**

Do the following to gain general impression in listening activities

- listen and understand the lecture very well
- take down notes on the major points raised in the lecture
- use the major points of the notes to form your own impression
- present your general impressions in clear terms

A lot of information is stored in _____ form

Data

_____ are a collection of information in a computer or a research document.

Data

A collection of information in a computer or a research document is called _____

Data

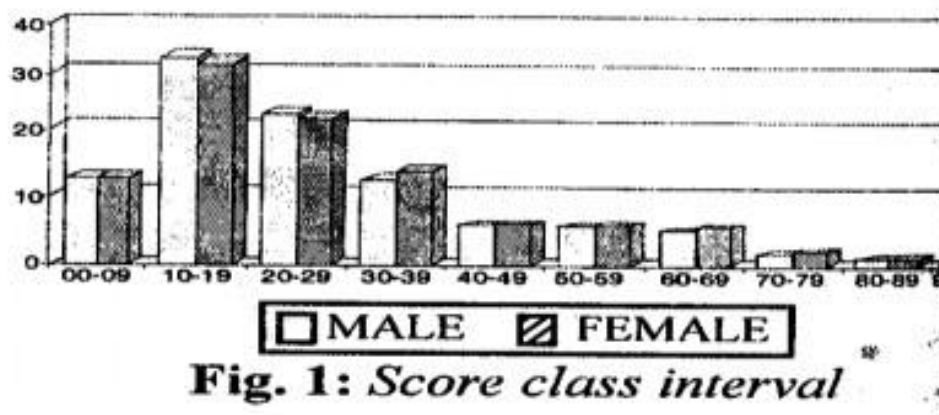
Huge data collected across period of time are stored in form of _____ **data bank**

Data can be stored in form of figures.

True

_____ are representations of information in form of drawings, paintings, sketches or other forms of illustrations.

Figures or scores



The International Finance Corporation (IFC) was created in _____
1958

The most important aspect of listening-comprehension is to be able to determine **the main idea of a lecture, seminar or tutorial.**

These are ways in which speakers or lecturers can convey main ideas

- By announcing the main idea in the title of the talk or lecture
- By calling attention to the main idea in the body of the lecture or talk
- By constant repetition
- By identifying the speech patterns of the speaker

Listening for interpretation and critical evaluation is the type of skills that can enable you to be the real master of what the speaker is saying.

_____ involves looking at the merits and demerits (pros and cons) of what is heard.

Critical analysis

_____ and evaluation involve passing value judgements, making generalisations and drawing conclusions after careful analysis.

Critical analysis

A listener with a critical mind is an _____ listener.

Intelligent

A listener with a _____ mind is an intelligent listener.

Critical

How to read effectively

- Decide the purpose of reading a book, article, newspaper or any other reading material
- Decide what to read
- Get the overview of what is to be read
- Ask yourself specific questions connected with the material

The slowest speed is called _____ for proper understanding of what you read.

Study speed

_____ speed is used for books or reading materials that are important and require intensive reading and comprehension but that are easier than textbooks.

Average reading speed

A large number of novels are read at _____

Average speed

_____ is a reading speed is used when you do not need high level of comprehension.

Skimming

_____ is used to get a general idea, impression, overview or gist of the reading materials.

Skimming

_____ requires rapid reading which is often used when you want to obtain idea quickly.

Skimming

_____ means screening the passage very rapidly to locate important information within a large chunk of reading materials.

Scanning

In scanning, the eyes are not necessarily moving from left to right.

True

A _____ is any software that allows two or more people to work together as a group without necessarily being present in the same physical (geographical) location.

Groupware

The term _____ encompasses several types of technology that facilitate e-mail, electronic bulletin boards, online meetings, discussion groups, group calendaring and scheduling, knowledge management and workflow.

Groupware

The _____ is a simple personalised interface (window) through which an individual can access and utilise the various information sources within or outside his/her organisation.

enterprise portal

_____ is a system for sending messages and files between computers.

Electronic mail

The **calendaring and scheduling** functionality is very useful for managing time and setting up appointments and meetings.

_____ ensures the capture, storage and dissemination of ideas, skills and knowledge of an organisation's workforce.

Knowledge management

_____ is a generic term given to the tasks, the steps, the people and tools involved in each step of a business process.

Workflow

According to Edward Fry, a good reader achieves _____ % comprehension while skimming and scanning at more than 800 words per minute.

50

For you to read at an average speed, you must be reading 250-500 words per minutes for 70% comprehension.

If you are reading at 300 words per minute with 30-40% comprehension, you are not reading with adequate comprehension rate.

Note-making from books is not the same as taking notes from lectures
True

In a slow study type reading, you should ensure that you read at least _____ words per minute.

200-300

For a poor reader to achieve a comprehension rate of 80-90%, the study speed will be as low as 60 - 125 words per minutes.

_____ and their meanings are powerful.

Words

To increase your word power in _____ is to be proficient in the language.

English

To increase your word power in English is to be _____ in the language.

Proficient

By _____ we mean words that are similar related or familiar to the words that we are trying to determine their meanings.

Lexical familiarisation

The categories of words that cut across all fields are called _____ words.

Common-core

The sets of words that are specific to a particular field is called the _____ of the field.

Register

The following are vocabulary items associated with psychology

Complement	Entirely	Environment	Intercultural
Competence	Mental	Conducted	Hypothesis
Assessment	Eccentric	Resemble	Numerous
Categorise	Account	Formulated	Inferred
Manipulated	Identical	Degree	Precisely
Unrelated	Discrepancies	Variation	Relevant
Deter	Reared	Accounted for	Factors
Comparative	Attributable	Experts	Adopted

Narrative texts are common because_____ **they tell stories and many people like interesting stories**

Stories that are written in form of novels are called_____ **Long stories**

Those stories written in short forms are called_____ **Short stories**

The experiences portrayed by stories often develop in form of the _____ of the story or novel.

Theme

Reading of _____ can increase your vocabulary power. **Stories**

Reading of stories can increase your _____ power. **Vocabulary**

Reading of stories can increase your vocabulary power. **True**

These are the characteristics of narrative texts

- Narrative texts range from the ones written in an extremely informal style, full of slangs and colloquialisms, to the semiformal or less formal ones
- All narratives are to follow a storyline
- A good narrative keeps the reader in suspense □ A narrative follows a sequential order.
- Explanation does not form the major part of a story
- Vividness, clarity, interesting episodes, imagination are all qualities of a story
- In storytelling, exaggerations, untrue events, fables are acceptable

Explanation does not form the major part of a story

True

Narrative texts are informal

True

Expository texts are more formal than narrative texts.

True

These are the characteristics of expository texts

- Expository texts are more formal than narrative texts.
- Expository texts do not tell stories.
- Expository texts are organised in logical, sequential order.
- Expository texts are supposed to be factual

Reading is not only all words.

True

Figures, formulae and tables are called _____ reading materials.

non-verbal or concrete

The world is a _____ world.

Science

This age is popularly referred to as a _____

Scientific age

The proportion above may be converted to an equation on multiplication by a constant G , which is called the _____.

gravitational constant

Scientific texts are usually a mixture of verbal and non-verbal forms.

Verbal suggests words. Non-verbal forms are figures, diagrams, formulae, tables, etc.

The periodic table was proposed independently by Meyer and by Mendeleev in _____

1869

The characteristics of scientific texts

- scientific texts have their own peculiar structure and style
- scientific texts integrate verbal and non-verbal forms
- some scientific texts are more formal than the other
- scientific texts can be loaded with information
- some scientific texts are more highly technical than others

Reading for interpretation and critical evaluation demands thorough understanding of the passages you are reading.

Reading for interpretation is in stages. The first stage is reading and understanding the passage very well.

To be able to grasp the complexities of reading passages with tables,

Your language must be highly developed

_____ does not form the major part of a narrative text.

Explanation

The _____ portrayed in narrative texts often help us understand the theme of the novel.

Experiences

When you start reading an interesting novel, you find it difficult to stop because _____

You want the suspense created to be unfolded

Technical terms are known to be common features of _____ texts

Scientific

In _____ texts all points are to be supported with concrete evidences **Expository**

In expository texts all points are to be supported with concrete _____

Evidences

In reading and interpreting _____, you should pay attention to the language and figures presented.

Tables

_____ passages can be difficult if you are not familiar with the words used in the passage.

Expository

It has been observed that the language of _____ text is diverse and specific

Scientific

The most intense or exciting part of a story is the _____

Climax

Reading different types of materials with pleasure and comprehension is an indication that you are reading at _____ speed

Average

The slowest reading speed is utilized in _____ situation

Study

Critical thinking is the hardest work we do while reading. Hence the slogan 'A critical mind is an _____

Intelligent mind

_____ skill is important when you are doing study reading **note making**

For a poor reader to achieve a comprehension rate of 80 - 90%, the study speed may be as low as _____

60 - 125 words/min

Your comprehension rate in a study type reading should be about _____

80 - 90%

It is recommended that in a slow study type reading you should read at least _____ words per minute

200 - 300

The slowest type of reading is usually done _____

When you read in a study type manner

The _____ needs high concentration and particular attention to specific details. **study reading speed**

Reading at the fastest speed needed when you want to _____

Locate information quickly

One important way of increasing your vocabulary is to _____

read intensively

and extensively In most cases

narratives are _____ in

terms of style

Informal

The art of receiving information from stored information in the multimedia system is called _____

Retrieval

During study time, the activity of jotting down notes from textbooks, journals or study text is called _____ **note-making**

When we listen to lectures or speeches and jot down important points, we are performing _____ **note-taking**

Listening is disabled when one _____ **encounters noise**

One cannot be said to have listened when one does not

_____ **Comprehend**

_____ includes figures, formulae and tables that are read in a comprehension passage **concrete materials**

In listening comprehension, the most important thing a listener should determine is the _____ **main idea of the speech event**

A text that explains an issue, a theory, a concept or plan is called _____ text **an expository**

Vital information that reveal truth or reality are called _____ **Facts**

Listening as an activity can be divided into _____ and _____ **listening in general and for specific purposes**

The type of listening skills that can enable you to master what the speaker is saying is _____ **Listening for interpretation and critical evaluation**

Comprehension basically means _____ **Understanding**

A good listener must participate _____ in the communication process

Actively

When you listen to gather information, for directions, you are listening for _____ purpose

Specific

Active listening ability one should include _____

Concentration

You need _____ skill to comprehend information conveyed to you as a student

Listening

Listening is said to be useless if there is no _____

Comprehension

Listening comprehension as it relates to information retrieval from data, figures, diagrams and tables tend to be _____ to academic purposes.

more specific and directed

A listening activity where you listen and link all details to the topic and form your own overall impression is known as _____

listening for general impression

_____ are words that are similar, related or familiar to the words that we are trying to determine their meaning.

Lexical familiarization

When a speaker speaks 'above your head', he or she is said to be discussing a _____ topic

Difficult

In a listening activity, your ability to connect what was said before with what the speaker is saying now is called _____

Relationship

Listening comprehension as an interactive process involves the interpretative and the _____ of the listener.

Critical mind

One of the high-order skills you need to perform creditably well while listening to a lecturer is the _____ **ability to interpret a speaker's viewpoint**

Figures, formulae, and tables found in a reading comprehension passage are called _____ or concrete reading material.

non-verbal

In terms of the reading comprehension tasks you may perform in all academic contexts, reading for _____ will probably be the most difficult.

Interpretation

A narrative essay follows a _____ order.

Sequential

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