**TS1 (SOCIAL AND EDUCATIONAL MAJORS)**

**Technical expressions**

**FIRST** **CHAPTER : TAKE NOTES FOR TRANSMISSION:**

The first chapter of technical expression consists of taking notes.

Good note taking is subject to specific rules and requires a determined technique. The operations necessary for efficient note taking are the following:

1. **Listen:** listening:

* Take notes of all information (number)
* Succession of elements (order)

1. **Select:**

* Understand technical expressions used for specific purposes.

1. **Abridge:**

* Not to take note of all phrases
* Not to take notes of all words
* Not to take note of missing letters in a word.

1. **Articulate**:

* Find the message’s articulations and make them appear clearly in note taking.

1. **Arrange**:

* Arrange information in order to reach the clearest and most efficient transmission.

This course aims at learning note taking and the aptitude to re-read, to use and refer to the notes which were taken.

**SECOND CHAPTER: ANALYZE TO SUMMARIZE:**

The second chapter of technical expression consists of analyzing and summarizing the text.

The six steps of analyzing to summarize are directly inspired of linguistics and consist of the following:

1. From the Sounds to the WORD.
2. From the Monemes to the WORD.
3. From the Words to the sentence.