

## AN EXAMPLE OF HOW TO WRITE PORTFOLIO REFLECTION

Name: \_\_\_\_\_ Student's ID: \_\_\_\_\_

### Task Record Form of LNG 102

Inside SALC       Outside SALC

Task no.   2  

**Date** : 20 June 2005

**Topic/Unit** : Listen for it: Unit 1

**Level** : Intermediate

**Source** : Listening corner at SALC (LNG404)

**After finishing your task, write down your reflection in paragraph(s).**

**Introduction:**

*I listened to 3 parts of unit 1. When I listened to the tape, I practiced doing exercises along with the tape. For part I, I listened to people spelling out their names and I tried to write those names. Then, I listened to people talking about their telephone numbers and I tried to catch those numbers. In part II, I understood people talking about their job. Finally, I listened to people talking about life at their new job, and I circled the job that I heard in the answer sheet.*

Summary / brief story of what you've learned

**Body:**

*When I listened to the tasks, I faced some problems. I couldn't understand the text because of the speed of the speakers. It is really difficult to spell people's names e.g. Greg, Sayer, etc. Also, I was not familiar with the English accent e.g. restaurant, and the intonation. However, I tried to get through those obstacles.*

*I tried very much not to take a look at the tape script. Therefore, I had to apply some listening techniques I studied in the class which were very useful to help me get more understanding. First, I tried to listen to the tasks many times. At the same time, I tried to get the main ideas. I also listened attentively to the words which are about each type of career e.g. receptionist, typist, etc. Sometimes I paused after the word that I wanted to know.*

*After finishing listening and before reading the script, I checked my answers with the answer key. Then, in this turn, I listened to the tape again, but along with the script, because I wanted to clarify my understanding. Finally, I thought I could understand the text.*

Problems / difficulties that you've faced when you learned + some examples to support each idea  
  
Solutions used to cope with problems / difficulties + some examples to support each idea

**Conclusion:**

*Listening to unit 1 helps me get used to spoken English language, which I can use as a basis for a conversation with foreigners.*

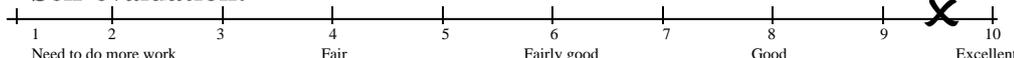
New knowledge that you can apply to your real life

**Comments on your work:**

*I think listening is more difficult than reading and writing because when we hear new words but we don't know their spelling, it affects our understanding.*

Any other suggestions / comments you have

**Self-evaluation:**



Give yourself marks on your own reflection

**Teacher's comment:**

Excellent       Good       Fair       Need to do more work

Comments of the teacher

## GUIDELINES FOR THE PREPARATION OF PORTFOLIO REFLECTION

**Step 1:** Prepare your notes when you are listening to the text. The notes will be very useful for writing the reflection. The following is the example note of the particular listening task. (See the tape script.)

☆ **Note taking:** Listen for it: Unit 1

### Part 1: Telephoning about job

1. - salespeople - a weekend job, 8 hr. a day - McCartney, 643-5123	3. - bartender - working nights - 5-6 days/week - Peters
2. - restaurant - full-time work - Tue-Sat, 17.00-24.00 - \$3.35 / hr + tips	4. - receptionist - a weekend job - 3 evenings / week, 17.00-24.00 - Hilton, 876-0194

### Part 2: People talking about their job

1. - Diane - working in a restaurant - good tips	3. - Greg - car seller
2. - Tracy - typist - does not like her boss	4. - Joe - works in an office

### Part 3: People talking about the same or a new job

1. - Liza - an officer at Central Airlines - bank--pretty awful job	4. - Sayer's - a bus driver - quite happy
2. - Tom - a banker - get a money raise	5. - Janice - a secretary in the geography department - enjoys her life
3. - Brian - an employee at a real estate company - not so happy	

**Step 2:** From your notes, organize a short paragraph or write a summary. The example has been done.

☆ **Summarizing**

For Part I, it is about four people asking for a job and an interview by telephone. In the conversations, each person asks about his/her position, work time, and payment. S/he also leaves her/his name and phone number.

For Part II, there are four people talking about their jobs. They also complain about their routine.

For Part III, There are five people sharing the ideas about life at their new jobs.

***TAPE SCRIPT OF LISTENING TASK***  
***LISTEN FOR IT: UNIT 1***

**Part I:** You will hear four people telephoning about jobs. Which jobs do they talk about? Number the pictures 1-4.

**1.**

A: Power Record Store. Can I help you?

B: Yes, are you still looking for salespeople?

A: Yes, we are. It's a weekend job. Eight hours a day, Saturday and Sunday. Do you want to leave your name? The store manager will call you back later.

B: Sure. My name's Kevin McCartney, that's M-C-C-A-R-T-N-E-Y, and my telephone number's 643-5123. When should I....

**2.**

A: Ronny's Restaurant. Can I help you?

B: Yes. I'm calling about your advertisement. Are you still looking for people?

A: Yes, we are.

B: Oh, good. Is it full-time work?

A: Yes, it is. It's Tuesday through Sunday, from five until about twelve. And we need someone as soon as possible.

B: Oh. Ok. And how much do you pay?

A: It's \$3.35 an hour, plus tips of course. Do you have any experience?

B: Oh, sure. I worked as a waitress at Chez Michel, and Tony's Steak House, and ....

**3.**

B: Jack's Watering Hole.

A: Oh, I'm calling about the ad for a bartender. Is that still available?

B: Yes, it is. What kind of experience do you have?

A: Well, I've worked in a number of hotels and bars around town.

B: Fine. Ok. Well, you'd be working nights, starting on Thursday, five or six days a week. Why don't you come in for an interview?

A: Ok. My name's Phil Peters, that's P-E-T-E-R-S, and ....

**4.**

B: Queen's Hotel.

A: Hello. I'm calling about the receptionist's job.

B: Ok.

A: Is that a full-time job?

B: No, it's just a weekend job, three evenings a week. I think the hours are five to midnight. Why don't you leave your name, and I'll ask the manager to call you back.

A: All right. My name's Dee Hilton, that's H-I-L-T-O-N, and my number's 876-0194.

**Part II:** You will hear Diane, Tracy, Greg, and Joe talking about their jobs. What does each person do?  
Draw a line from each person's name to his or her job.

1.

A: How's your job going, Diane?

B: Great! I'm enjoying it a lot. The restaurant's really busy, so the tips are pretty good. I get free meals, too, which is nice. We have a great cook.

A: I should come down and have dinner some time.

B: Yes, why don't you? Really, the only problem I have here is that the food is so good. I eat too much! I'm getting really fat!

2.

A: What's your new job, Tracy?

B: I'm a typist. But I don't think I'll be staying long.

A: Why not?

B: Well, the work's fine—I really enjoy it. But the boss.....he's awful! He's always asking me out. He thinks every woman in the office just can't wait to go out with him! Yuck! No thanks!

3.

A: Selling many cars these days, Greg?

B: Oh, yeah. We're pretty busy. We've got a big sale on at the moment. We've got some great deals on Toyotas. Hey! Isn't it time you sold that old thing you're driving?

A: No way! My car and I are old friends! I'll never sell it!

4.

A: Haven't seen you for a while, Joe. Been busy at work?

B: Yes, I've been looking for some new people to work in the office, and it isn't easy! Some of these kids just out of school aren't as clever as they think they are!

A: Yes, I know what you mean! Hey, let's meet for lunch sometime. Why don't you give me a call when you're free?

B: Ok. What's your number?

A: It's 534-2323.

**Part III:** You will hear people talking about their jobs. Check below if they have the same job or a new job.

1.

A: And how are things going at the bank these days, Liza?

B: Oh, didn't I tell you? I'm working for Central Airlines now.

A: I guess they found out about all that money you were taking home from the bank!

B: That was a pretty awful job actually. Boring! But it's great at Central! I get lots of free tickets, too!

A: Great! How about one for me!

2.

A: So did you decide to take that new job, Tom?

B: Well, I thought about it. Then I decided it was better to stay where I am. The manager's just offered me a raise, so I think I've decided to stay with the bank a little longer.

A: Yeah, that sounds good.

3.

A: So you finally decided to stop teaching, Brian?

B: Yes. It was driving me crazy!

A: So, how is everything in the real estate business? Have you sold any houses yet?

B: Mmm. That's the problem!

4.

A: How is everything at Sayer's?

B: Well, you know what? I was really bored, so I quit!

A: Really? So, Kay, what are you doing now?

B: I got a really good job with the bus company.

A: You don't look like a bus driver!

B: Well, maybe not, but that's what I'm doing now!

5.

A: Are you still working at the university, Janice?

B: Yes, I am, but I got a new job as a secretary in the geography department.

A: Is that right? How do you like it?

B: Well, I'm learning a lot about geography!

**Note:** You don't need to attach the tape script when you hand in the listening reflection to your teacher.