PrepEx

CELPIP / PRACTICE WORKBOOK

Listening notes workbook

Practice, review and improve

Note-taking pages and review activities to use alongside the public listening exercises.

An independent PrepEx learning resource

Continue your practice online

Open the companion guide for practice links and the online edition.

prepex.ai/celpip/listening-note-taking

PREPEX / FREE PRACTICE RESOURCE

Listening notes workbook

Ten short original audio drills. Use these worksheets while listening online, then compare your notes with the models and transcripts in the second half.

How to use this pack

1. Play one recording once. Preserve the speaker, purpose, change, reason and condition that matter.

2. Answer the self-check from your notes before opening the model. Your abbreviations do not need to match ours.

3. Replay during review and identify one missing relationship. Apply that improvement to a different recording.

Independent PrepEx preparation. These are not official CELPIP questions or calibrated test forms. Practice accuracy is not an official CELPIP level.

Companion guide, interactive exercises and current source links

notes-01 / A room change

Separate a replacement from the original arrangement.

Play this recording

My notes

_____

_____

_____

_____

_____

_____

_____

Self-check: Which time belongs to arrival, and which belongs to the start?

_____

What I will change next time: _____

notes-02 / A delivery decision

Keep a preference separate from a confirmed choice.

Play this recording

My notes

_____

_____

_____

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_____

_____

_____

Self-check: Why is the sister’s offer not the final solution?

_____

What I will change next time: _____

notes-03 / Borrowing a kitchen tool

Attach a condition to the permission it limits.

Play this recording

My notes

_____

_____

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_____

_____

_____

_____

Self-check: Who is responsible for returning the mixer?

_____

What I will change next time: _____

notes-04 / What a survey actually showed

Preserve the limit on a conclusion.

Play this recording

My notes

_____

_____

_____

_____

_____

_____

_____

Self-check: Has the library decided to open later?

_____

What I will change next time: _____

notes-05 / Remembering a first shift

Follow feelings across time.

Play this recording

My notes

_____

_____

_____

_____

_____

_____

_____

Self-check: What changed by lunchtime?

_____

What I will change next time: _____

notes-06 / A change to an order

Retain what changes and what stays.

Play this recording

My notes

_____

_____

_____

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_____

_____

_____

Self-check: Does the caller want twenty-four sandwiches?

_____

What I will change next time: _____

notes-07 / A news update

Distinguish what is operating from what is planned.

Play this recording

My notes

_____

_____

_____

_____

_____

_____

_____

Self-check: How many stations are confirmed as open?

_____

What I will change next time: _____

notes-08 / A qualified recommendation

Keep a benefit and its boundary together.

Play this recording

My notes

_____

_____

_____

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_____

_____

_____

Self-check: Why does the speaker use both activities?

_____

What I will change next time: _____

notes-09 / A reason behind a rule

Connect an instruction with its purpose.

Play this recording

My notes

_____

_____

_____

_____

_____

_____

_____

Self-check: Why not place clothes directly on the racks?

_____

What I will change next time: _____

notes-10 / A small disagreement

Track two views without inventing complete opposition.

Play this recording

My notes

_____

_____

_____

_____

_____

_____

_____

Self-check: What does the speaker want to preserve?

_____

What I will change next time: _____

Models, answers and transcripts

notes-01 / A room change

One possible set of notes

- Thu evening unchanged
- upstairs → art studio downstairs: lift inspection
- side entrance / bikes; main doors locked after 6
- tools provided; lamp optional
- arrive 6:15; start 6:30

Self-check answer: Arrive at 6:15; the workshop begins at 6:30.

Keep both times with their purpose. Writing only “6:30” could make you arrive after the preparation period.

Full transcript

The repair workshop is still on Thursday evening, but we won't be using the upstairs room. The lift is being inspected, so we've moved downstairs to the art studio. Come through the side entrance beside the bicycle racks; the main doors will be locked after six. You don't need to bring tools. We have enough for everyone, although a small lamp may help if you're working on something detailed. Please arrive at six fifteen so we can begin together at half past.

notes-02 / A delivery decision

One possible set of notes

- wanted Fri / home
- offered Thu am or Mon pm
- Thu no: work + recipient must sign
- sister cannot substitute
- booked Mon; leave work early; old desk usable

Self-check answer: The company needs the recipient there to sign, so the speaker books Monday.

Record why an option fails, not just the fact that it was suggested.

Full transcript

I would have preferred the desk to arrive on Friday, when I work from home. Unfortunately, the delivery company can only offer Thursday morning or Monday afternoon. I can't take Thursday off because I'm covering the reception desk. My sister offered to wait for the delivery on Thursday, but the company needs me there to sign for it. I've booked Monday and arranged to finish work early. The old desk is still usable, so waiting a few more days won't stop me working.

notes-03 / Borrowing a kitchen tool

One possible set of notes

- mixer loan: Sat; owner needs Sun

- dry surface; stop before attachment change

- small bowl cracked → use large

- owner drops Fri eve

- borrower returns Sat night; caretaker if absent

Self-check answer: The borrower must return it on Saturday night; the owner can deliver it but cannot collect it.

Separate the two directions of the journey. “Owner transports mixer” is too vague.

Full transcript

You're welcome to borrow the large mixer for the fundraiser. I won't need it until Sunday, so Saturday is fine. Just keep it on a dry surface and stop it before changing the attachments. The small bowl is cracked, so use the larger one even if you're making a small batch. I can drop the mixer off on Friday evening, but I won't be able to collect it afterward. Could you bring it back on Saturday night? Leave it with the caretaker if I'm not home.

notes-04 / What a survey actually showed

One possible set of notes

- online → evenings; paper → mornings
- samples differ: workers / morning group
- cannot infer whole community preference
- next: weekend market responses
- hours unchanged now

Self-check answer: No. It will collect broader feedback before recommending any change.

Keep the distinction between findings, their limitation and a future decision. A popular option is not an adopted policy.

Full transcript

The library asked visitors which hours they found most useful. Evening visits were popular among people who answered online, while people completing the paper form more often chose mornings. That doesn't prove the whole community prefers evening hours. The online form was promoted in a newsletter mainly read by working adults, and the paper copies were available at the morning book group. Staff plan to collect responses at the weekend market before recommending a change. For now, the opening hours will stay the same.

notes-05 / Remembering a first shift

One possible set of notes

- before: afraid of being in way

- experienced partner → labels + checked first boxes

- lunch: mostly independent; asks about unfamiliar items

- surprise: patient repeated explanations

Self-check answer: The speaker could sort most donations independently and felt less worried about slowing the team.

Do not turn growing confidence into complete independence. The speaker still asked about unfamiliar items.

Full transcript

Before my first shift at the food bank, I worried that I'd spend the whole morning getting in everyone's way. The coordinator paired me with an experienced volunteer, who explained the labels and let me check the first few boxes with her. By lunchtime, I could sort most donations on my own. I still asked about unfamiliar items, but I no longer felt I was slowing everyone down. What surprised me most was how willing people were to explain things twice without making a fuss.

notes-06 / A change to an order

One possible set of notes

- total stays 20

- 4 chicken → vegetable

- 2 new requests + 2 spare

- delivery 11:30 unchanged; training 10; lunch 12

- same entrance; meet driver

Self-check answer: No. Four existing sandwiches change filling; the total stays twenty.

Use a replacement arrow rather than a plus sign. Label the three times so they do not compete in your notes.

Full transcript

I'm calling about the sandwiches for tomorrow's training session. We still need twenty in total, but could you change four of the chicken ones to the vegetable option? Two more participants have requested vegetarian food, and I'd like a couple of spares in case anyone forgot to tell us. Please keep the delivery time at eleven thirty. The training starts at ten, but lunch isn't until noon. You can use the same entrance as last month; someone will meet the driver there.

notes-07 / A news update

One possible set of notes

- opened Mon: 1 bike repair station / train station
- pump + tethered tools
- 2 planned / college; land permission needed
- cyclists welcome; want clearer road signs
- sign review next month; no college date

Self-check answer: One. Two more are planned but depend on land permission.

A future plan and a review date must not become a confirmed opening date.

Full transcript

A new bike-repair station opened outside the station on Monday. It includes an air pump and basic tools attached by cables. The council says two more stations are planned near the college, but installation will depend on permission to use the land. Local cyclists welcomed the first station, although one group asked for clearer signs from the main road. The council has agreed to review the signs next month. It has not announced a date for the college installations.

notes-08 / A qualified recommendation

One possible set of notes

- exchange → regular speaking
- prepare topic → more useful conversation
- limit: volunteers not trained assessors
- home: record + check task instructions
- different roles: habit / targeted review

Self-check answer: Conversation supports a speaking habit; separate recorded practice supports focused response review.

Avoid reducing a qualified recommendation to either “excellent for everything” or “not useful.”

Full transcript

I use the language exchange at the community center because it gets me speaking regularly. It's especially useful when I choose a small topic before I go; otherwise, we tend to discuss the weather again. I wouldn't rely on it for detailed exam feedback, though. The volunteers are friendly conversation partners, not trained assessors. I record a separate practice answer at home and review it against the task instructions. The two activities help in different ways: one builds a habit, and the other makes me examine my response.

notes-09 / A reason behind a rule

One possible set of notes

- donations → sorting table first

- reason: condition + consistent sizes

- no quantity limit; take back rejected items

- torn fabric collection next month

- today: ready-to-wear

Self-check answer: Volunteers need to check their condition and organize sizes first.

The quantity rule, sorting procedure and later fabric collection are different points. Do not combine them into one restriction.

Full transcript

At the clothing swap, we ask everyone to place donations on the sorting table rather than straight onto the display racks. This lets volunteers check the condition and put sizes in a consistent order. We aren't limiting how much you can bring, but please take back anything the volunteers cannot accept. Torn items are still useful for our separate fabric collection, which will take place next month. Today's event is for clothing someone can wear immediately. That distinction helps us keep the browsing area manageable.

notes-10 / A small disagreement

One possible set of notes

- colleague: shorter meetings
- speaker agrees: fewer repeated updates; keep questions
- proposal: figures before; meeting = decisions/problems
- concern: notes unread
- short decision reminder; try next meeting + feedback

Self-check answer: Time for questions and discussion of decisions or problems, while reducing repeated routine updates.

Label agreement as well as disagreement. Neither colleague rejects the whole idea of a shorter meeting.

Full transcript

My colleague liked the proposal to make our team meetings shorter. I agreed about reducing repeated updates, but I didn't want to remove the time for questions. We eventually suggested sending routine figures in advance and keeping the meeting for decisions and problems. She was concerned that people might not read the notes. I suggested starting with a short reminder of the decisions we needed, rather than reading every figure aloud again. We're going to try that format at the next meeting and ask the team what was missing.