

→ Note taking: It is the act of writing down pieces of information what you hear, see or read during lectures in a descriptive way.

→ It involves

- ① Notes being copied & rewritten
- ② writing down without actually processing the information & without highlighting the main points.

Advantages of ~~take~~ Note taking:

- ① It promotes active learning
- ② Necessary for memorizing of facts
- ③ It improves focus & attentions to facts and details.
- ④ It boost retention power.

Note making: It is an intellectual activity as it involves selecting, analyzing and summarizing of what you hear or read.

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- i) Selecting
 - ii) Analyzing
 - iii) Summarizing

→ It is a way of recording important details from the source.

There are 3 stages of note making:

- i) Before stage: Finding out what you need to know & purpose of reading.
- ii) During: Note down the main ideas & keywords
- iii) After: Reflect, review and organize the notes.

Advantages of Note making:

- ① It help to distinguish between key points and details.
- ② Helps one to put notes in their own words
- ③ Helps one in understanding materials topics and concepts easily.
- ④ essential for preparation of examination
- ⑤ helps in recording & recollecting past events.

Summarizing:

It is a process of taking information from a comparatively longer chapter and creating a smaller version of it, that covers all the facts and main point of the original version.

→ give the reader most of the information ensuring that no information has been lost during condensation.

→ how students get benefited:

- ① student learn the technique of taking out the most important ideas from a text.
- ② learn to ignore irrelevant information.
- ③ integrating the ideas
- ④ improve memory abilities & become skillful.

Adv.

- ① to get a quick understanding
- ② save time for researchers.
- ③ increase ~~prof~~ efficiency and productivity.

→ why we summarizing

- ① learn how to determine essential ideas
- ② find out important details
- ③ learn to convert larger text into smaller
- ④ improve focus skills.

→ Steps to show how to use summarizing:

- ① Read the text carefully to understand it
- ② keep in mind the purpose of the text.
- ③ collect the relevant information
- ④ try to extract main ideas from long text
- ⑤ — break long sentences into shorter & short sentences into one long sentence
- ⑥ Combine them by using conjunction like "therefore, however, although, since etc."

Invitation: An invitation letter is a written or verbal request inviting someone to go somewhere or to do something.

Types — ① Formal
② Informal

- 1) Formal: A simple yet elegant printed card is preferred.
- 2) Informal: A letter or note.

Steps to write invitation letter:

- | | |
|-----------------------------------|-----------------------------------|
| 1) Write the subject line | vi) Include greeting Dear Mom/Sir |
| ii) Add your title | vii) Write down main body |
| iii) Mention the sender's address | → start with phrases |
| iv) Write the date | * → date, time & venue |
| v) Mention receiver address | → purpose |

viii) Include closing & signature

→ contact information

→ Designation

ix) Proof read your letter.

→ Format of formal invitation

① Sender's Address

② Date

③ Receiver Address

④ subject

⑤ Salutation ,

⑥ Main body starts with phrases "We are pleased to welcome you"

⑦ Closing

⑧ Designation

→ Format of formal invitation

① Senders address

② Date

③ Salutation ,

④ Time, date, venue

⑤ Closing

⑥ sender name

→ features of formal invitation:

- ① It is written in third person
- ② Simple present tense is used
- ③ A polite tone should be used
- ④ Single sentence presentation
- ⑤ No signature required
- ⑥ Should not use abbreviation
- ⑦ enclosed in a box
- ⑧ It should answer 5 W's. —
 - ① WHAT
 - ② WHEN
 - ③ WHERE
 - ④ WHO
 - ⑤ WHY

→ feature of informal invitation:

- ① They are written to friends, relative
- ② follow ordinary personal letters
- ③ written in first/ second person
- ④ The style and tone is relaxed and informal
- ⑤ Different tenses can be used.

→ NOTICE

A notice is a written or printed information that is published in newspapers or different ~~offices~~ organizations.

→ Its tone is formal & factual

→ It includes straight forward language.

- Important points regarding NOTICE
- (i) write NOTICE at the top
 - (ii) Include all relevant information (Date, Time and Venue)
 - (iii) Signature, Name & designation of issuing individual
 - (iv) Notification must be in a box
 - (v) 50 - word restriction
 - (vi) Make a ~~short~~ relevant and brief heading.
 - (vii) Notice date on which it issued.
 - (viii) target your audience.

→ FORMAT

Name of organization / institute or office	
Date	<u>NOTICE</u>
Topics / Heading / subject	
Write the body contents	
Signature	
Name	
Designation	

→ Agenda: An agenda or a schedule, is a list of activities in order they are to be taken up, from the beginning till the adjournment.

Format of an agenda

- 1) Meeting agenda title
- 2) Meeting information
- 3) objective
- 4) Date

- 5) Location
- 6) Time
- 7) Meeting type
- 8) Time of Arrival
- 9) Time of adjournment
- 10) Attended
- 11) Preparation for meeting
 - Please read
 - Please bring
- 12) Action items

Last action	Responsible authority	Due Date
New action	"	"
- 13) other notes

→ Memo / Memorandum : Memos are like emails that contains a "To" and "from".

steps to write a memo:

- ① Heading
- ② Recipient
- ③ Writer
- ④ Additional ~~xxx~~ Recipients
- ⑤ Date
- ⑥ Subject line
- ⑦ The body of a memo
- ⑧ Proofread

→ Format

MEMORANDUM

To _____

From _____

CC _____

Date _____

subject _____

The body of the memo. to Date, Time, Venue

→ Purpose of memorandum:

- ① To convey specific details on a project
- ② To share ideas
- ③ To offer suggestions on a matter

→ Advantages

- ① Memos are timesaving.
- ② quite convenient to use.
- ③ No ~~expensive~~ need to use expensive paper for intra-office memos.
- ④ stored for future references.

⇒ Curriculum Vitae :

A CV is simply "the course of your life".

It is an in-depth document that describes your career journey step by step, including all sorts of personal information.

→ It is a comprehensive description of everything you accomplish

- ① Academically
- ② Professionally

→ Update your CV after every accomplishment.

→ It ranges from 2 to 8 pages but no rule to set no. of pages in which CV should be written.

→ CV includes

- | | |
|-------------------------|-----------------------|
| ① Full name | ⑩ Languages |
| ② Contact information | ⑪ grant or fellowship |
| ③ Professional title | ⑫ References |
| ④ Research interests | |
| ⑤ Education | |
| ⑥ Publication | |
| ⑦ Conferences & Courses | |
| ⑧ Skills | |
| ⑨ Certificate | |

→ CV

Name
Professional title
Brief description

Contact
information

Research Interests

Education

① Degree
College Name
Year
Research area

② Degree ②

Publications

Book
Title
Authors
Year of publication

Academic Article
Title
Authors
"

Conferences & Courses

Title
Year

Title
Year

Teaching experiences

Post
College
Years

Work experiences

Title
College
Date
Achievements

Certificates

Title

Date of issue

Volunteer experience

Title

Date

Task

Achievements

General Skills

Languages

→ Resume : A resume is a short, crisp and straight to the point, document created for the purpose of applying to a specific job.

→ In resume we only mention the aspects of work experiences and skills that are relevant to the job we are applying for.

→ It is generally of 1 pages.

→ Cover letter

→ Resume Includes

- (i) Full Name
- (ii) Job title, or name of position applying for
- (iii) Contact information
- (iv) Resume summary
- (v) Work experience
- (vi) Education
- (vii) Relevant skills
- (viii) Language proficiency
- (ix) Relevant certificate and interest