

Meaning of note taking?

Note taking is the act of writing down pieces of information in a systematic way. It is the first stage of producing an effective note and is the process which involves writing or recording what you hear, see or read during Lectures, Tutorials, Webinar and Seminar in a descriptive way.

Note taking may also be referred to as the practice of recording information captured from another source. By taking notes, the writer records the essence of the Information, freeing their mind from having to recall everything.

Note taking involves:

- a.** Notes being copied from the original source and rewritten in a similar format.
- b.** Writing down most of what you hear or read without actually processing the information.
- c.** Note taken while trying to cover most or all information without highlighting the main points or issues.

From the above definition, it is conclusive to state that Note taking is what we do when we attend Lectures, watch videos or read a book. Say for example, copying what your lecturer is saying or teacher teaching in a Lecture hall or Classroom is known as Note Taking.

Advantages of Note Taking

Some of the advantages of Note Taking include:

- 1.** It promotes active learning
- 2.** It is necessary for easy memorization of facts
- 3.** It improves focus and attention to details
- 4.** It boasts comprehension and retention of what you have just listened to
- 5.** It improves organizational skills with the way one prioritize their content of what they hear, and organize it effectively in their book.
- 6.** It is an essential listening skill as it only takes paying attention and listening to details to be able to take notes.

Meaning of Note Making

Note Making is the practice of keeping record from different sources. It essentially goes beyond writing down what you hear or see.

Note making is a more intellectual activity than Note taking as it involves selecting, analyzing, and summarizing what you hear and read. Note Making is therefore an active approach to studies as it forces you to think as you have to make decisions about what you write.

In some other words, Note Making means taking separate notes from your Lectures, videos, books and creating one document that combines the information you have obtained into a briefing that you will probably use for revision or future reference.

Ultimately, Note making can be defined as a way of recording important details from a source. That source could be books, articles, meetings, or any oral discussion.

There are three stages of Note making:

- 1. Before stage:** This is where you prepare by finding out what you need to know and what is the purpose of Reading or Lecture.
- 2. During:** This is the stage where you note down the main ideas and key words
- 3. After:** Here, you reflect, review and organize your notes.

Flowing from the above Note making happens when you:

1. Synthesize your reading from a number of sources on the same topic
2. Summarize for yourself the connections in any reading or from any lecture
3. Add your own critical comments to what you read or hear.

Advantages of Note Making

- a.** Note making is essential in Academic writing and preparation for Exams
- b.** It helps in recording and recollecting past events said or heard
- c.** Note making provides a permanent record of things and helps one in understanding materials, topics, and concepts easily.
- d.** Note Making helps one to put Notes in their own words

e. Note Making makes it easier to distinguish between key points and details

f. Note Making helps a person to pay attention to what they are reading, as you cannot make note without paying attention to what you are reading.

Having considered these two concepts of Note Taking and Note Making, we can all agree that they are similar to each other. Let's therefore consider these Similarities which exist between them.

Differences Between Note Taking and Note Making

While there are a handful of similarities which exist between Note Taking and Note Making as considered above, hence making it difficult for people to distinguish them and generally refer to both as Note Taking, there are clear cut differences which exist between them. These differences are:

a. Note Taking is faster than Note making

b. Note Taking involves using the Author or Speakers words verbatim, while Note Making involves the Writer also using their own words.

c. Note Made is easier to understand than Note taken in class or elsewhere as in Note making you are adding your own thoughts to what you are writing down, while in Note Taking you are just copying down whatever you hear or see.

d. Note Taking involves taking points from one source at a time, while Note Making involves taking points from different sources.

e. In Note taking, less understanding process is involved as the aim of Note taking is to write down what one is hearing or seeing, whereas in Note Making full understanding is involved as the aim is to help a person understand a topic or concept better.

f. Note taking brings little or no improvement towards your studying skills, while Note Making on the other hand improves your studying skills.

g. Note taking is Complex as the overall structure of a topic or course cannot be shown, whereas in Note Making the overall structure of a specific subject can be shown and it is simpler.

h. Note Taking involves writing down what you hear or read without processing the Information, whereas Note Making Involves processing what you hear or read.

I. Note Taking is a passive approach to studying, whereas Note Making is an active approach to studying.

J. Note Making is a more intellectual and demanding task than Note Taking.

Similarities between Note Taking and Note Making

a. Both involves writing Notes

b. Both aids preparation and study in School

c. Both are necessary for the documentation of key points in meeting, conferences, and Lectures.

d. Both aids remembrance of points

e. Both promotes Active learning

f. Both aids concentration and makes reading easier.

In Conclusion, according to Edgar Wright in his book about Study methods, the distinction between Note Taking and Note Making is that Note taking often happens while listening and the goal is to quickly capture the content so we can refer back to it later on, while Note Making is more common in reading as it consists in deliberately crafting your own version so you can learn and create better.

Importantly, Note Taking is all about jotting down notes verbatim from a Class, Lecture, Textbook, or Video. While Note Making is all about making personalized notes to describe what you have understood clearly from a textbook or class lecture. Hence, in Note Making you are using your own words.

What is Summarization?

Is this page helpful?

Summarization is a process of automatically condensing and rewriting a large chunk of text to create a small, crisp summary. A summarization system should give the reader most of the information present in the original

document while also ensuring that no information has been lost during condensation.

The application of summarization systems is extensive, such as: helping the reader to get a quick understanding of an article, saving time for analysts and researchers in their information-gathering process, reducing the amount of written text that students need to read and understand (in educational contexts), and even increasing efficiency and productivity in business settings.

Some systems for automatic summarization use full text in order to identify important sentences. Other systems use abstracts, key sentences or other summary-like structures when the full text is not available.

Some automatic summarization systems produce summaries that are grammatically correct, while others tend to produce fragments of the original texts with some inserted sentences to help convey the main points. Some automatic summarization systems use a language model to capture the meaning of sentences and a grammatical model to ensure that they are syntactically correct; there are also hybrid approaches that combine both language models and grammar models.

A trend in recent research has been towards using natural language processing (NLP) techniques for automated summarization of text in order to capture both the meaning and the style of the original document.

Summarization systems can be categorized based on whether they produce their summaries by extracting or abstracting information from the full texts. Abstraction-based summarizers extract sentences that are representative of some selected portion of the full text, while extraction-based summarizers identify a set of key sentences that are most relevant to the topic of the document.

The effectiveness of a summarization system depends on several factors, such as the type of text, the summarization algorithm used, and the user's preferences. However, overall, summarization systems have been found to be

effective in reducing the amount of text that readers need to read to get an understanding of the main points of a document.

What is Summarizing?

Summarizing is considered as a process of taking information from a comparatively longer chapter, theory, or write-up and creating a smaller version of it that covers all the facts and main points of the original version. An example of summarizing is to write a three to four sentence description that covers all the main points of a story or poem.

How Students Get Benefited From Summarizing?

Summarizing helps students to learn the technique of taking out the most important ideas from a text. They also learn to ignore irrelevant information that is present in the text, and students with these skills are capable of integrating the central ideas in a meaningful way from any theory or conceptual write-up. Students who are learning how to summarize, improve their memory abilities, and become more skilful in the process. Summarizing strategies is adopted in almost every area of studies or industry.

Why Use Summarizing?

- It acts as a great help for students to learn how to determine essential ideas and find out different details that can support those ideas and make them more useful.
- It helps the students to improve their focusing skills so that they can focus on phrases and keywords from the assigned long text. They focus on parts that are worth noting or remembering.
- A student learns how to convert a large text into a small text. The short text has to comprise all the main points that are in the long text for a proper and concise understanding.

How to Use Summarizing?

As we all know, summarizing is the process of converting a larger text into its shorter version by retaining the main ideas from the larger text in the shorter

version. This chapter of summarizing is an important one. Students learn how to summarize a big text into a smaller one by understanding the following steps.

- Read the text to be summarized carefully to understand it.
- Keep in mind the purpose of the text by reviewing specific questions such as:
 1. What was the author's purpose for writing this text?
 2. What is the student's purpose for summarizing it?
 3. Is the student summarizing to support his/her points?
 4. Is the student trying to criticize the text through summarizing before collecting the main ideas?
- Collect the relevant information that matches your purpose in order to be effective in summarizing.
- Try to extract the main ideas from the long text, which seems relevant.
 1. Main ideas can be found in topic sentences.
 2. Try to distinguish between the main points and the subsidiary points.
 3. Try to delete all the unimportant sentences that are not necessary.
 4. Try to find synonyms of some [words](#) but don't change the meaning of the sentence.
- The structure of the text must get changed after collecting the main ideas from the larger text.
 1. Try to identify the relationships that exist between words and sentences. You have to express these relationships in a different way while summarizing.
 2. Try to change the grammar of the text by changing nouns, verbs, adjectives, etc. You can also break long sentences into shorter ones or combine short sentences into one long sentence.

3. Try to make the text simple by reducing complex sentences into simple sentences, simple sentences to phrases, and phrases to words.

Now rewrite the main ideas and information incomplete meaningful sentences. Combine the notes that you made earlier to create complete sentences. Use conjunctions like therefore, however, although, since, etc.

After summarizing, the last step is to evaluate your work.

1. Ensure the purpose of the text is clear.
2. Ensure that the meaning of the long text and small summarized text is similar.
3. Ensure that style of writing is unique.

Importance of Summarizing

Summarizing is of great importance for students to prosper in their careers as it improves their vocabulary and grammatical skills. Students who can adequately summarize a long text are good at focusing and extracting the main ideas. This is why summarizing is important for students.

What is an Invitation Letter?

Invitation Letter – An **invitation letter** is a written or verbal request inviting someone to go somewhere or to do something. *An invitation is a request, a solicitation, or an attempt to get another person to join you at a specific event.* When you ask people to attend a party, visit your beach house, or witness your marriage, you invite them by giving them an invitation.

It can be in the form of an invitation card which is generally considered as a **formal invitation** or it may be in the letter format which is more informal.

Format (letter NAME OF THE INSTITUTE AND ADDRESS, RECEIVER'S NAME AND ADDRESS, DATE & SALUTATION, SUBJECT, OF EVENT, NAME OF EVENT,)	01 mark
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RSVP	(Respond	if	it	pleases	you)
Telephone	or	mobile		number	or
address of the host					

Format of an informal invitation

SENDER'S ADDRESS- The sender's address is usually put on the top right-hand corner of the page.

DATE (In expanded) – The sender's address is followed by the date just below it, i.e. on the right side of the page. This is the date on which the invitation is being written. It is to be written in expanded form.

RECEIVER'S ADDRESS

SUBJECT- Then we sum up the purpose of writing the invitation in one line. This helps the receiver focus on the subject of the invitation in one glance. It is important to underline the subject.

SALUTATIONS- This is where you greet the person you are addressing the invitation to.

——**BODY**——

COMPLEMENTARY CLOSURE- Mention the name given in the question paper. Do not mention your personal details.

DESIGNATION

Features of a Formal invitation are as follows-

1. The invitation should be written in third person and not in first or second person.
2. Simple present tense is used.
3. A polite and courteous tone should be used.
4. It is a single sentence presentation.
5. No signatures required.
6. Dates must be written in letters and you should not use abbreviation. However, date of writing must not be mentioned.
7. It ought to explain why the party or event is being held, "to celebrate..." or "to honour..."
8. Length as per CBSE guidelines is limited to 50 words.
9. It is generally enclosed in a box.
10. It should answer to the 5Ws:
 1. WHAT- The occasion
 2. WHEN- Date and time
 3. WHERE- Venue
 4. WHO- Name of the host

WHOM- Name of the person being invited

Features of an informal invitation are as follows-

1. They are written to friends, relatives, and acquaintances.
2. They follow the pattern of ordinary personal letters.
3. They are written in first/second person.
4. The style and tone is relaxed and informal.
5. Different tenses are used as per the demand.
6. The letter can be elaborative explaining the details of the event.

INVITATION REPLIES

The features of a reply are as follows –

1. A formal reply is usually very short. It is brief and to the point. The quality of a good reply is that it is always pleasant.
2. Even while declining the invitation or expressing inability to attend, one must be polite and courteous.
3. Formal replies demand a formal tone and treatment. There is no room for unnecessary details or superfluous matter in them.
4. An informal reply or private letter may, however, express personal feeling or desires in an intimate style and informal tone.

Formal Replies

The main characteristics of a formal reply are as follows:

- Acknowledge the invitation.
- Express thanks in the third person.
- Mention acceptance/regret.
- Specify the reason for the refusal.
- Be brief and specific.
- be formal in tone and treatment.

Informal Replies

The main characteristics of an informal reply are as follows:

- Acknowledge the invitation in the first person.
- Use the second person for the sender of invitation.
- Mention acceptance/regret.
- Specify the reason in case of refusal.
- Use warm and simple language.

* Do not exceed the word limit (usually 50)

SUGGESTED VALUE POINTS AS PER CBSE GUIDELINES:

Suggested	value	points
– invite	the	artiste
– what – school	organising	one-act play
– date,	time,	venue

- details of the event – classes involved, theme, category (interschool / inter-house)
- request to confirm
- any other relevant details.

Advertisement

An advertisement is a public announcement made through a popular medium like newspapers, magazines, T.V., Radio, and the Cinema. An advertisement may be displayed on a placard as well. It is a non-personal, oral, or visual message regarding a product, a service, or an idea.

Purpose: An advertisement attracts the immediate attention of the public. It is a very potent tool for promoting sales or services. It is used to influence the minds, tastes, and even motives of the masses. Remember, an advertisement is a play of words. It must be very attractive to catch the eye of the reader.

Advertisements are of two types-

- A. Classified Advertisements
- B. Commercial or Display Advertisements

A. Classified Advertisements

These advertisements are called classified advertisements as they are divided into categories or classes in the newspaper or magazine according to their subject matter and the function they perform. Classified advertisements are brief and to the point, as the advertiser is charged per word, per column line or per column centimetre.

The main characteristics of classified advertisements are

- They are categorised into columns according to different classes.
- They are brief and occupy less space.
- They are economical.
- They are written in short phrases and words.
- The language is simple and concise, factual and formal.

Points to be Kept in Mind

- Advertisements should always be drafted in such a way that they attract the readers to go through them.
- Advertisements should always be meaningful and interesting so that they can attract the attention of the readers.'
- Advertisements should always have simple and effective language.
- Advertisements should always be brief and to the point.
- The name of the advertiser and the advertised product or service should be properly highlighted.

Types Of Classified Advertisements

- Situations Vacant/Wanted
- Sale and Purchase
 - Property
 - Vehicle
 - Household/Office Goods
- To Let
- Missing (Persons and Pets)
- Lost and Found
- Tours and Travel
- Matrimonial Alliance
- Obituary
- Appeal
- Educational
- Change of Name/Address /Other information

- **Format** **Of** **Situation** **Vacant/Wanted**

Type/Category	SITUATION VACANT		
Posts advertised	Required Semi Qualified Audit Assistants & Computer Operators/Office Assistant with 2 years' experience for Account & Finance CA Firm		Qualifications/ Experience
Name of organisation	Higher Salary for Deserving Candidates Apply Malik S & Co		Pay & perks
Mode of application	1/101, (LGF) Old Rajendera Ngr Em:mkcompany.hr@gmail.com		
	Contact details		

- Question 1.
You are Personnel Manager of Green Bio-Products Ltd., Sector 18, Industrial Area, Faridabad. You need an efficient P.A. /stenographer for your office. Write an advertisement for the 'Situation Vacant' column of a local daily.
Answer:
- Situation Vacant
- Wanted a smart, efficient P.A./stenographer for a leading manufacturing company. Qualifications-Graduate, age 25-30 years. Typing speed 60 w.p.m., shorthand 120 w.p.m. Preference to those who can handle computers. Salary negotiable. Apply with complete bio-data within 10 days to Personnel Manager, Green Bio-Products Ltd., Industrial Area, Faridabad-18.

Sale/Purchase (Property)

Details Required

- Begin with For Sale/ Purchase or Available/ Wanted
- Type of property/ building
- Brief physical description
- Fittings and fixtures (optional)
- Type of property under consideration (Plot/ Residential / Commercial/ Industrial)
- Contact name, phone number/ address/e-mail
- Financial aspects/cost (optional)

- Area (sq m) and location, size, number of rooms, floors / flat / bungalow etc
- Location and surroundings
- Facilities – power connection, parking, proximity to business/ shopping area

Format **Of** **Sale/Purchase** **(Property)**

Category (Sale / Purchase)

Brief description (size / area / location / no of rooms etc)

Contact details

Type of property (plot / flat / bungalow / commercial / industrial)

SALE

**2BHK FLAT
1183 SQ ft**

at 7th floor,
covered car parking,
east facing in
Kendriya Vihar,
Sector-56, Noida

90521457XX

Email : kumar@gmail.com

Question

1.

You plan to sell your flat. Draft a suitable advertisement to be inserted in the classified columns of a local daily giving all necessary details of the flat.

Answer:

Flat For Sale

At Mukherjee Nagar, DDA Flat, SFS-II, Ground floor, Two bedrooms, D/D with full interiors for sale. Car parking available. East/ park facing. Reasonable price. Contact AB Singh 011-2723XXXX

Commercial Or Display Advertisements

These advertisements are designed for commercial purposes. They are used by leading manufacturers, establishments, organisations etc for publicity and promotion of their products, services or events.

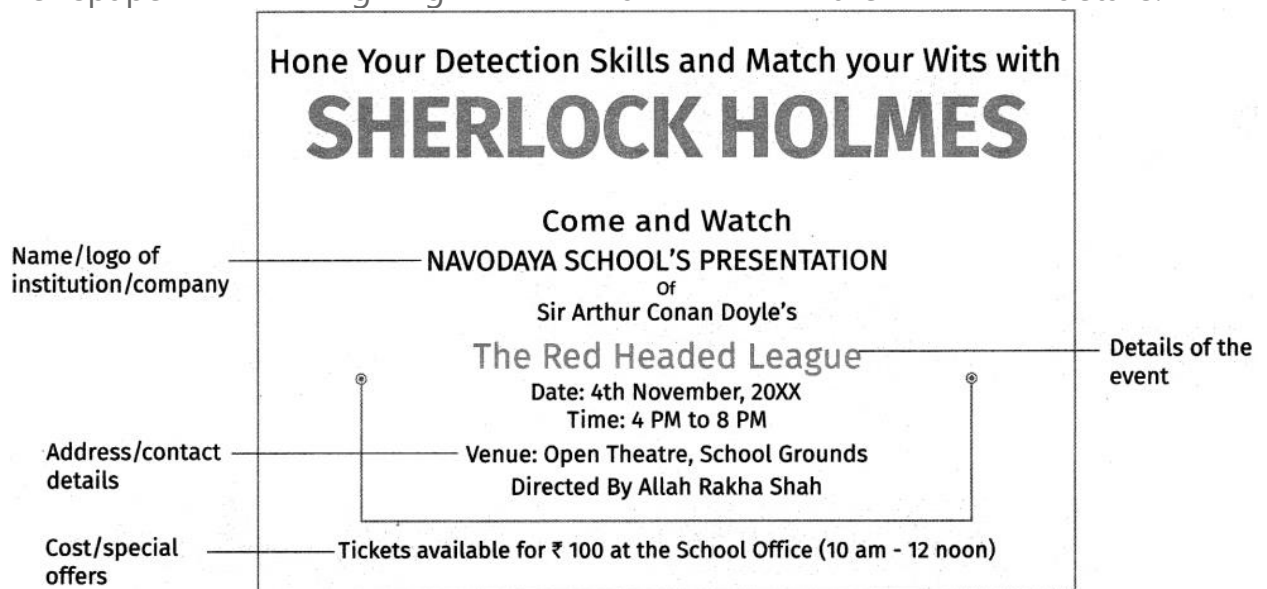
Essential Details

- Name/ logo of the company/ institute/ organisers etc.

- Details regarding the product/ event/ educational courses etc.
- Special offers or discount, if any.
- Address and contact details of the company/ institute/ organisers etc.

The main characteristics of a Commercial I Display advertisement are

- Designed for commercial purposes.
- Requires more space and thus more expensive in terms of the advertising costs.
- Has to be visually attractive with catchy slogan; punch lines, witty expressions, pictures etc..
- Font size, type and proportionate spacing varies with each advertisement.
- Colourful and lucid languages used.
- **Format Of Commercial / Display Advertisement**
- Your school is staging Sir Arthur Conan Doyle's 'The Red-Headed League' starring Sherlock Holmes. Draft a commercial advertisement for the newspaper giving all the details.



- Commercial Advertisement Writing Questions and Answers for Class 11 CBSE Pdf
- Question 1.
You are working for an advertising agency. Draft an attractive advertisement for a company which is launching a new toothpaste.

Answer:



Agenda

An agenda, also called a **docket** or a **schedule**, is a list of activities in the order they are to be taken up, from the beginning till the adjournment. An agenda helps in preparing for a meeting by providing a list of items and a clear set of topics, objectives, and time frames that are needed to be discussed upon.

Format of an Agenda

An Agenda normally includes the following elements –

- **Meeting Agenda Title** – at the top; preferably center-aligned
- **Meeting Information** – Description of the purpose
- **Objective** – description of Agenda
- **Date** – for maintaining records of correspondence
- **Location** – the place of meeting
- **Time** – the actual time of commencement of the meeting
- **Meeting Type** – brainstorming or Discussion or Assessment
- **Time of Arrival** – time to begin the meeting

- **Time of Adjournment** – time the meeting ends
- **Attendees** – Number of people present, with their names
- **Preparation for Meeting** –
 - **Please Read** – instructions to be followed
 - **Please bring** – things supposed to be carried that day
 - **Action Items** –

Last Action	Responsible Authority	Due Date
New Action	Responsible Authority	Due Date
 - **Other notes** – other instruction or information to be taken down.

Example - Agenda Writing



contact@tutorialspoint.com

www.tutorialspoint.com

Tutorials Point (India) Pvt. Ltd, 388-A,
Road No-22, Jubilee Hills, Hyderabad,
Telangana-India, 500033.

Update after meeting with Hasta La Vista representatives

Meeting Information – Update after meeting representatives of Hasta La Vista.

Objective – for the purpose of interior decoration of our office premises.

Date- 23rd April, 2015

Location- Meeting Room-1

Time- 4:30 PM

Meeting Type- Discussion

Time of Arrival- 6:00 PM

Time of Adjournment- 8:30 PM

Attendees- Mohtahsim M., Kiran K. Panigrahi, Gopal K Verma, Manisha Shejwal

Preparation for Meeting:

Please Read - Hasta La Vista Company Brochure, Quotation Document

Please bring - Competitor Company's quotation, hourly rates analysis

Action Items:

Due Action:

Updates from Hasta la Vista	Gopal K Verma	30 th April, 2015
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Find Hasta la Vista's competitor	Manisha Shejwal	30 th April, 2015
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New Action:

Send email to their Head of Marketing	Manisha Shejwal	5 th May, 2015
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Other notes - Products to purchase for the interior décor.

What is Notice?

Notice implies a piece of information related to a fact, communicated by an authorized person of the organization to different parties like employees, clients, customers, suppliers, etc. When it comes to intra-organizational communication, notices together with an **agenda** are conveyed to all members beforehand, so as to hold meetings.

Many organizations have **notice boards** at notable places, all over the office, so that they can be seen by all to whom it is meant. Every member of the organization is expected to read its contents. It is also shown on the company's website.

Points to be considered while drafting notice

- The company's **letterhead** must be used for writing or printing the notice.
- Notice should be **complete** as regards the day, time, date, and venue of the meeting.
- Name of those **members attending the meeting** should be mentioned.
- The name of those **members presiding over the meeting** should also be stated.
- It has to be **single-spaced and left-aligned**. Further, **one line** should be left between paragraphs.
- It must contain meeting **agenda**.

Memo

Perhaps everyone has already heard of the terms “circular” and “memo.” Unfortunately, several people have regarded the two to be the same. However, these terms are fairly different from each other most especially in the field of [business](#) communication. The two somewhat differ in terms of the subject matter involved and the way the message is distributed to its intended audience.

- The shortened term for “memorandum,” a memo has a content or subject that is somewhat limited. Memos are, therefore, more exclusive in nature. They are made to remind somebody about something that warrants action. One can also pass on an idea or proposal by simply issuing a memo. A circular, on the other hand, often contains several topics. It has also been observed that circulars cover general subject matters.
- In terms of distribution, a memo is not widely distributed as compared to a circular. Memos within an institution or company can even be limited to a single person or groups and can be shared as necessary or for the benefit of only those who need to know, like in the case of a typical notice. A circular has a wider distribution to a wider audience or groups of people because it serves more like a general announcement. As such, circulars are commonly issued for advertising purposes so that an agency, firm, or company can issue a formal public statement. The messages are often printed on big posters or simply handed out in simple papers (handouts and leaflets). The usual intention of the one giving the message is for the general public or for as many individuals as possible to know the message.
- In the corporate arena, a memo can serve as a form of order or message from the higher ups, which can either be good or bad. There are two

types of memos. One is typed while another is handwritten. Today, most memos are made electronically through email with the use of modern-day computers. Nevertheless, memos are usually transmitted in the form of a piece of paper where one can sign it for acknowledgement. This leads to another characteristic of a memo because most, if not all memos, warrant a direct response from the recipient.

- Lastly, a memo can also pertain to some [legal](#) documents that are commonly used today like the memorandum of agreement, MOA, the memorandum of understanding , MOU, and many more.
- Summary:
 - 1.Circulars are intended for mass distribution whereas memos are intended for a select few.
 - 2.Circulars often bear general announcements and have several subjects while memos often bear a limited subject matter.
 - 3.Memos are more internal and exclusive in nature than circulars.
 - 4.Memos can also pertain to legal documents like the MOA.
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Official and Business Letter-

Base	Official letter	Business letter
1.Objective	Official letter it is written for exchanging the official information only.	Business letter it is written to exchange business information.
2.Subject	Official news and information are the main subject matters of this letter.	Business letter is only commercial information is the subject matter of this letter.
3.Nature	Official letter is fully office oriented.	Business letter it is commerce and trade oriented.
4.Method	Official letter method is indirect method is used in drafting this letter.	Business letter method is direct and persuasive method is used in drafting this letter.
5.Language	Official letter language it is traditional language is used here.	Business letter it is technical and clear language is used here.
6.Size	Official letter size it is small in size.	Business letter size it may be small or medium in size.
7.Clarity	Official letter clarity it is comparatively complex.	Business letter clarity it is very much simple.
8.Relation	Official letter relation the writer's and reader's relation is not considered here.	Business letter relation business as well as personal relation is considered here.
9.Structure	Official letter definite structure must be followed	Business letter there is no definite structure of a

	in drafting an official letter.	business letter.
10.Salutation	Official letter salutation may be used in this letter.	Business letter there must be a salutation in this letter.
11.Complementa	Official letter complementary close may be omitted here.	Business letter complementary close is an essential part of this letter.
12.Drafting Method	Official letter drafting method it is written in both direct and indirect method.	Business letter drafting method is only direct method is used drafting it.

What is a Job Application Letter?

A job application letter, also known as a [cover letter](#), should be sent or uploaded with your [resume](#) when applying for jobs. While your resume offers a history of your work experience and an outline of your skills and accomplishments, the job application letter you send to an employer explains why you are qualified for the position and should be selected for an interview.

Writing a job application letter is very different from a quick email to a friend or a thank-you note to a relative. Hiring managers and potential interviewers have certain expectations when it comes to the letter's presentation and appearance, from length (no more than a page) to [font size](#) and style to [letter spacing](#).²

Length: A letter of application should be no more than one page long. Three to four paragraphs is typical.

Format and Page Margins: A letter of application should be single-spaced with a space between each paragraph. Use about 1" margins and align your text to the left, which is the standard alignment for most documents.

Font: Use a traditional font such as Times New Roman, Arial, or Calibri. The font size should be between 10 and 12 points.

What to Include in Each Section of the Letter

There are also set rules for the sections included in the letter, from salutation to sign-off, and how the letter is organized. Here's a quick lowdown on the main sections included in a job application letter:¹

Heading: A letter of application should begin with both your and the employer's contact information (name, address, phone number, email) followed by the date. [If this is an email](#) rather than an actual letter, include your contact information at the end of the letter, after your signature.

- [Header Examples](#)

Salutation: This is your polite greeting. The most common salutation is "Dear Mr./Ms." followed by the person's last name. Find out more about appropriate [cover letter salutations](#), including what to do if you don't know the person's name, or are unsure of a contact's gender.

Body of the letter: Think of this section as being three distinct parts.

In the **first paragraph**, you'll want to mention the job you are applying for and where you saw the job listing.

The **next paragraph(s)** are the most important part of your letter. Remember how you gathered all that information about what employers were seeking, and how you could meet their needs? This is where you'll share those relevant details on your experience and accomplishments.

The **third and last part of the body of the letter** will be your thank you to the employer; you can also offer follow-up information.

Complimentary Close: Sign off your email with a polite close, such as "Best" or "Sincerely," followed by your name.

- [Closing Examples](#)

Signature: When you're sending or uploading a printed letter, end with your signature, handwritten, followed by your typed name. If this is an email, simply include your typed name, followed by your contact information.

Tips for Writing an Effective Letter

- **Always write one.** Unless a job posting specifically says not to send a letter of application or cover letter, you should always send one. Even if the company does not request a letter of application, it never hurts to include one. If they do ask you to send a letter, make sure to follow the directions exactly (for example, they might ask you to send the letter as an email attachment, or type it directly into their online application system).

- **Use business letter format.** Use a [formal business letter format](#) when writing your letter. Include your contact information at the top, the date, and the employer's contact information. Be sure to provide a salutation at the beginning, and your signature at the end.
- **Sell yourself.** Throughout the letter, focus on how you would benefit the company. Provide specific examples of times when you demonstrated skills or abilities that would be useful for the job, especially those listed in the job posting or description. If possible, include examples of times when you added value to a company.

Numerical values offer concrete evidence of your skills and accomplishments.

- **Use keywords.** Reread the job listing, circling any [keywords](#) (such as skills or abilities that are emphasized in the listing). Try to include some of those words in your cover letter. This will help the employer see that you are a strong fit for the job.
- **Keep it brief.** Keep your letter under a page long, with no more than about four paragraphs. An employer is more likely to read a concise letter.
- **Proofread and edit.** Employers are likely to overlook an application with a lot of errors. Read through your cover letter, and if possible, ask a friend or career counselor to review the letter. [Proofread](#) for any grammar or spelling errors.

Resume and CV-

Definition of CV

CV is an acronym used for the word Curriculum Vitae, which is a Latin word, that means 'course of life' i.e. an individual's course of life. Curriculum Vitae is a written document which contains details about a person's past education, experience, knowledge, skill, competencies, accomplishments, projects, awards, and honours, etc.

The CV is a biography of an individual's academic background and professional experiences. It also includes details about a person's area of interest, hobbies and extracurricular activities. It is not modified according to the job; it remains same for all jobs. It should be systematically arranged so that a proper sketch about an individual's career can be drawn.

Definition of Resume

A resume is a short and brief description about, what a person possess in context to the respective job like qualifications, previous job experiences, and achievements, competencies and skills. It is in the form of a document which is required at the time of applying for business, government and industry jobs. It is a snapshot of an individual's professional profile.

The term Resume is a French expression which means 'summary' i.e. summary of a person's work life. It only outlines the job applicant's relevant qualifications and experience which is required for the specific job. It should be prepared in such a manner that will make an impression on the potential employer because a resume can open the doors of an interview. It also helps the recruiter to pick the most suitable candidate for an interview. The job seeker should present the latest details first in the resume

Comparison Chart

BASIS FOR COMPARISON		CURRICULUM VITAE (CV)	RESUME
Meaning		A document containing information related to individual's past qualification, experience, skills, competencies and achievements is known as a CV or Curriculum Vitae.	A Resume is a document having details of an individual's education, work experience, competencies and previous job achievements.
Type of Document		Comprehensive	Concise

BASIS FOR COMPARISON	CURRICULUM VITAE (CV)	RESUME
Etymology	Curriculum Vitae is a Latin expression which means course of life.	A French expression which means summary.
Length	2 to 20 or more pages	1 to 2 pages
References	Included	Not Included
Oriented towards	Academic qualification	Non-academic qualification
When to use	Applying for an academic position, advanced research, fellowship, etc.	Applying for the job, and internship or taking part in the job fair, etc.
Modification	No, it is same for all jobs	Yes, it can be modified according to job.
Stresses on	Expertise, i.e. what skills makes you an expert in a particular field.	Contribution, i.e. how your work made a difference, where you have worked.
Education	At the top of the CV	Mentioned after experience.

Technical Projects

A technical project is different from a creative project in that its focus is on a technical build of a feature set that performs a function, or a change to something existing. This may be something the end user experiences through interaction, or may solely affect the back end. A BI application, CMS migration, new business software, and email system infrastructure upgrade are all examples of technical projects. They typically involve application development and multiple rounds of quality review and user acceptance testing before release.

Here are some additional features of technical projects:

- Deliverables are more functional and not necessarily visual, such as the creation of a back-end database, middleware connection of systems, and front-end code-based experiences.
- A [Scrum Master](#) leads an agile team of developers and engineers in a fast-paced, defined, and efficient development environment.
- A more structured project environment with a set timeframe defined for specific requirements to be developed in a particular order.
- Features and functionality either work or they don't, and this is determined through extensive testing.
- Feedback is provided through data collected, use cases, and pilot launches.
- There is often minimal-to-no client interaction needed until a deliverable is released for further testing or use.

Enquiry Report-

An enquiry report is likely to be written by a police officer or other public authority figure who is taking a statement from someone who is making a complaint. The enquiry report helps an officer keep track of the details of the complaint so that it can be investigated and followed up on at a later time. The person who writes the enquiry report might not be the same person who follows up on it, so the more details you include in your report, the better.

Business Report Introduction

An enquiry report is likely to be written by a police officer or other public authority figure who is taking a statement from someone who is making a complaint. The enquiry report helps an officer keep track of the details of the complaint so that it can be investigated and followed up on at a later time. The person who writes the enquiry report might not be the same person who follows up on it, so the more details you include in your report, the better.

List the date of the complaint at the top of the report, along with any relevant reference numbers.

Explain the nature of the complaint being reported briefly. This includes the who, what, when and where.

Write down all the details that are provided to you by the person making the complaint. The details might include the alleged how and why of the complaint or details that need to be confirmed at a later time.

Include details that were provided by other witnesses in the report, as well. Make a note when these details contradict those provided by the initial person who made the complaint.

State the story of the opposing side. The opposing side to the complaint should always be consulted, and the details provided should be listed accurately to ensure the report is fair and balanced.

List all evidence you collected that relates in any way to the subject of your enquiry report.

Update the report as the investigation continues. If new evidence is found or if details are proven accurate or inaccurate, add this information to the enquiry report.

Type up the report. Many of your initial notes regarding the complaint are likely to be handwritten. However, upon completing the enquiry report, type it up using a word processing program.

Paragraphs & Topic Sentences

A paragraph is a series of sentences that are organized and coherent, and are all related to a single topic. Almost every piece of writing you do that is longer than a few sentences should be organized into paragraphs. This is because paragraphs show a reader where the subdivisions of an essay begin and end, and thus help the reader see the organization of the essay and grasp its main points.

Paragraphs can contain many different kinds of information. A paragraph could contain a series of brief examples or a single long illustration of a general point. It might describe a place, character, or process; narrate a series of events; compare or contrast two or more things; classify items into categories; or describe causes and effects. Regardless of the kind of information they contain, all paragraphs share

certain characteristics. One of the most important of these is a topic sentence.

TOPIC SENTENCES

A well-organized paragraph supports or develops a single controlling idea, which is expressed in a sentence called the topic sentence. A topic sentence has several important functions: it substantiates or supports an essay's thesis statement; it unifies the content of a paragraph and directs the order of the sentences; and it advises the reader of the subject to be discussed and how the paragraph will discuss it. Readers generally look to the first few sentences in a paragraph to determine the subject and perspective of the paragraph. That's why it's often best to put the topic sentence at the very beginning of the paragraph. In some cases, however, it's more effective to place another sentence before the topic sentence—for example, a sentence linking the current paragraph to the previous one, or one providing background information.

Although most paragraphs should have a topic sentence, there are a few situations when a paragraph might not need a topic sentence. For example, you might be able to omit a topic sentence in a paragraph that narrates a series of events, if a paragraph continues developing an idea that you introduced (with a topic sentence) in the previous paragraph, or if all the sentences and details in a paragraph clearly refer—perhaps indirectly—to a main point. The vast majority of your paragraphs, however, should have a topic sentence.

PARAGRAPH STRUCTURE

Most paragraphs in an essay have a three-part structure—introduction, body, and conclusion. You can see this structure in paragraphs whether they are narrating, describing, comparing, contrasting, or analyzing information. Each part of the paragraph plays an important role in communicating your meaning to your reader.

Introduction: the first section of a paragraph; should include the topic sentence and any other sentences at the beginning of the paragraph that give background information or provide a transition.

Body: follows the introduction; discusses the controlling idea, using facts, arguments, analysis, examples, and other information.

Conclusion: the final section; summarizes the connections between the information discussed in the body of the paragraph and the paragraph's controlling idea.

General Problem Solving Process-

The following is a general problem-solving process that characterizes the steps that can be followed by any discipline when approaching and rationally solving a problem. When used in conjunction with reasoning and decision-making skills, the process works well for one or more participants. Its main purpose is to guide participants through a procedure for solving many types of problems that have a varying level of complexity.

More importantly, the process is both descriptive and prescriptive. This means it can be used to look at past, present, and potential future problems and their solutions in a clear systematic way that is consistent and able to be generalized. At each step along the way to a solution, various types of research must be conducted to successfully accomplish the steps of the process and thus arrive at an effective solution that is viable. A description of research follows the problem solving process. In both the problem solving and research processes, good decision-making, critical-thinking and self-assessment is vital to a high quality result. At each step in the process, the problem-solver may need to go back to earlier steps and reexamine decisions made. It is this revisiting of earlier choices that make the process iterative and allows for improvement of the final outcomes.

Figure 1

Steps in the General Problem-solving Process

1. Become aware of the problem
2. Define the problem
3. Choose the particular problem to be solved
4. Identify potential solutions
5. Evaluate the valid potential solutions to select the best one
6. Develop an action plan to implement the best solution

Become Aware of the Problem

The first step of any problem-solving process is becoming aware. This awareness can be generated from inside or outside the individual. Many times the awareness is part of a stated task or assignment given to the individual by someone else. In other cases, a person can observe a specific problem or a clear gap in knowledge that they feel must be addressed. In the end, as long as a problem is perceived by oneself or others, awareness of this problem is achieved. However, the level of awareness and the research associated with this level is vital to the initiation of the problem solving process.

Define the Problem

After the problem is recognized, research is conducted. Initially, research must be done to help define the problem as well as identify the assumptions being made and determine the parameters of the situation.

In the end, the main purpose of this step is to evaluate the constraints on the problem and the problem solver to better understand the goals that are trying to be reached. Once these goals are identified, the objectives that must be attained in order to reach the goals can be specified and utilized to help narrow the scope of the problem. Once the goals and objectives are clearly understood, the problem to be solved can be selected. An easy way to think of goals and objectives is that goals are what you hope to achieve while objectives are how you will go about accomplishing the goal.

Just as research might have been the impetus for engaging in the problem solving process—it made the problem-solver aware—research is vital to the specification of parameters and assumptions. The heart of this step is the series of decisions made to narrow the scope of the problem made by the problem-solver. Parameters are those factual boundaries and constraints set by the problem statement or discovered through research. Assumptions by contrast are those constraints that the problem-solver sets without having incontrovertible factual backing for those decisions. A clear understanding of the assumptions being made when engaging in the process is important. If an unsatisfactory outcome is reached, it may be necessary to adjust these assumptions. Even if the final solution is arrived at, knowing one's assumptions assists the problem-solver in explaining and defending their conclusions.

Choose Which Problem to Be Solved

Once a goal and set of objectives has been specified and the parameters and assumptions have been identified, it is necessary to choose a particular problem to solve. Any large problem can be broken into smaller problems that are in turn broken into even smaller problems to be addressed. Each problem is an achievable goal that consists of

objectives. Each of these objectives is a sub-problem that must be solved first in order to solve the larger overarching problem.

There are many different reasons to choose a particular problem to solve. It is important to do risk assessment on the problems involved and examine why the problem is being solved. There are many reasons why a particular problem is chosen as the one to solve. For example, the problem might be the most important, most immediate, most far reaching, or most politically important at the moment. Whatever the choice, the individual or group must have clear reasons why they choose the problem to be solved.

Identify Potential Solutions

Once the problem statement has been chosen, it is necessary to generate potential solutions. This is the most creative portion of the process. Even so, conducting research into existing solutions to the problem or similar problems is helpful to generate workable solutions. The main criteria for judging solutions in this step is simply whether or not they answer the problem statement with a 'yes.' At this point, it may also be possible to eliminate some solutions because they do not agree with commonly held moral and ethical guidelines. Even though not stated specifically, these guidelines are understood and assumed to be upheld when reviewing solutions. For example, a solution to global pollution might be to kill every human. This is obviously not a good solution even though it would give a 'yes' answer to the question of "How might we minimize global air pollution caused by humans?"

When working in groups, it is important to work together to generate solutions. Also, it should be realized that the solution process takes time depending upon the problem complexity. At this point, do not judge solutions for more than their ability to answer the stated problem questions with a "yes" because they will be evaluated more closely in the next step. Many times it is possible to use discarded solutions to develop new ideas for solutions. However, it is important to be able to distinguish between similar solutions. Saying the same thing in ten different ways may not be ten different solutions. Try to group similar solutions together. If all the solutions fall into one group, then perhaps the best solution is to implement that group with different variations for different cases of the problems. Just as there are many unique problems, the solutions to these problems are all unique and need to be adapted to the particular situations being discussed. This will be addressed in the last section of the problem solving process.

Evaluate the Valid Potential Solutions to Select a Best Solution

Once a list of potential solutions has been generated, the evaluation process can begin. First, a list of criteria for judging all solutions equally must be chosen. It is vital to eliminate personal bias towards particular solutions as well as to utilize a consistent set

of criteria to evaluate all solutions fairly. For example: most cost effective, most socially acceptable, most easily implemented, most directly solves the problem, most far reaching effects, most lasting effects, least government intervention required, least limiting to development, or quickest to implement. It is important to have research and logical reasons for the criteria chosen as well as factual support for the rankings given to a particular solution for each criteria.

Once the criteria are chosen, they should be given a weighting. In most cases, all the criteria have the same weight. However, it is possible to give other weightings to criteria so that a particular factor is seen as more important. Many times, the cost, time to complete, or political nature of a project is more important than other factors and so that criteria may have a higher ranking than others used to judge.

Develop an Action Plan to Implement the Solution

After selecting the best solution, it is necessary to give some thought to the way in which it might be implemented. Giving insight into funding, potential problems with implementing the solution, and the time frame of the solution is necessary for any workable solution to a problem. Not all solutions can be implemented. Unforeseen problems may arise as solutions are tested and put to work. Many times, unexpected resistance to solutions can be encountered. Other times, unacceptable results can require that another solution be used.

In some circumstances the problem may have been originally selected incorrectly, have been misunderstood, or have changed as a result of research or altered circumstances. In the end, mistakes happen and the action plan helps the problem solver be prepared for such eventualities. In any event, the action plan can be used to make others aware of potential problems that might be faced while putting the selected solution into effect. Even when solving a current problem, this process will automatically assist the problem solver in thinking of potential problems and thus assist in avoiding unwanted outcomes. Whatever the outcome, it is vital to understand that the choices made during this entire process rely upon research.

DATA

data is [information](#) that has been translated into a form that is efficient for movement or processing. Relative to today's computers and transmission media, data is information converted into [binary digital](#) form. It is acceptable for data to be used as a singular subject or a plural subject. [Raw data](#) is a term used to describe data in its most basic digital format.