

Let us Learn

# Note Making



# Note Making Skills

- Note making is an important reading skill.
- It involves the identification of main idea or Governing Thought, supported by relevant data and specific information.

# Note Making Skills

Notes are usually made to record a speech or dictation while listening to it to refer back to reproduce in the desired way.

While reproducing the details, the text of the notes, the meaning of the draft or the speech remains the same. It should not be distorted.

Personal comments or views should not be included while explaining the notes.

# WHY Note are Necessary

- Knowledge is advancing and expanding so fast that we have to learn it with the same speed. Human mind is not a computing machine to store all the knowledge imparted. We have to take notes and develop them into our own details to prepare and make maximum and the best use of our teacher's lesson or lecture which is outcome of their learned valuable labour.
- Notes therefore are very important for almost all educated persons, teachers, lawyers, doctors and students as well.

# Essential Characteristics of Notes

1. They are short

2.  
Complete  
Information

3. Use Short  
Forms

3. Logical

# 01. They are Short

- They are written in key words or phrases and not in sentences. There is no need to care for grammatical accuracy. They are short, brief and compact, giving complete



## 02. Complete Information

The notes should contain all the important points or information. Nothing important or crucial to the draft or the speech is to be missed. Adjectival or qualifying phrases or sentences and explanatory parts of the main points are left out.

## 03. Use of Short Forms

To save time and labour popular abbreviations and symbols are used. Own abbreviations are also coined but they should be clear and intelligible.



## 04. Logical

Notes are in logical and natural order, under relevant headings and sub-headings for easy and quick reference.

# HOW TO MAKE NOTES?

Before making notes, read the passage at least thrice. This helps in identifying the main points and their sub-points and arranging them. If necessary. Note-Making is essentially the skill to put a great deal of information in a few words in an intelligible form and including all its essential points.

# I) Suggesting a Title

To make notes, first read the passage from beginning to end. Try to find out ' what the passage deals with' or ' what is the author's view'. This will guide you to suggest the Title.

The Title should be either a word or a short phrase; it should not be a sentence

## II) Finding the Main- Points

Now see how the author has developed the theme and divide the passage accordingly into main parts. Take care that each part deals with one main point related to the theme of the passage. Also find a suitable heading for each part. These will be your main points

# III) Finding the Sub- Points

The next step is to find details of each main point. Each detail will make a sub- heading under its main point and there can be further details of a sub- heading

# HOW TO WRITE NOTES?

- You must write your notes in proper 'note-form' as give below
- I. First write the Title and then the notes in logical order using figures and letters to show main headings and sub- headings as given below:  
Main Heading: I,II,III etc.  
Sub- Heading: 1,2,3 etc.  
Sub, Sub-Heading: a,b,c etc.

# REMEMBER!

FROM THE MAIN HEADINGS TO THE SUB-  
HEADING, THE NUMBERING SHOULD BE SPACED  
**A LITTLE TO THE RIGHT**

DO NOT WRITE YOUR NOTES IN COMPLETE  
SENTENCES. USE WORDS OR BRIEF AND CLEAR  
PHRASES WHICH MAY/ MAY NOT BE  
GRAMMATICALLY CORRECT.

MAKE USE OF ABBREVIATIONS/ SYMBOLS.



# NOW LET US TRY

- Anything printed and bound in book size can be called a book, but the quality or mind distinguishes the value of it.
- What is a book? This is how Anatole France describes it: " A series of little printed signs-essentially only that. It is for the reader to supply himself the forms and the colors and sentiments to which these signs correspond. It will depend on him whether the book be dull or brilliant, hot with passion and cold as ice. Or if you prefer to put it otherwise, each word in a book is a magic finger that sets a fibre of our brain vibrating like a harp string and so evokes a note from the sounding board of our soul. No matter how skilful, how inspired the artist's hand, the sound it makes depends on the quality of the strings within ourselves."
- Until recently books were the preserve of a small section- the urban upper classes. Some, even today, make it a point to call themselves *intellectuals*. It would be a pity if books were meant only for intellectuals and not for housewives, farmers, factory workers, artisans etc.
- In India there are first- generation learners, whose parents might have been illiterate. This poses special challenges to our authors and to those who are entrusted with the task of disseminating knowledge. We need much more research in the use of language and the development of techniques by which knowledge can be transferred to these people without transmission loss.
- Publishers should initiate to persuade people that a good book makes a beautiful present and that reading a good book can be the most relaxing as well as absorbing of pastimes. We should aim at books of quality no less than at quantitative expansion in production and sale. Unless one is constantly exposed to the best, one cannot develop a taste for the good.

# Note making Format

Title:- Value of Books

- I. value of Bks,- acc. To Anatole France (MAIN HEADING)
  - 1. not merely printed signs ( SUB- HEADING)
  - 2. Reader gives :- ( SUB- HEADING)
    - (i) Colours (ii) forms (iii) Sentiments
    - ( SUB, SUB- HEADING)
    - (a) dull or brilliant (b) hot or cold (c) touches soul
- II. Bks. Meant for diff. sections
  - 1. intellect 2. housewives 3. farmers 4. factory workers.
- III. Books for Ist. gen. learners
  - 1. Challenges for authors 2. teachers 3. publishers
- IV. Publishers' role
  - 1. to initiate campaigns to persuade people
  - 2. good bks. – a beautiful present
  - 3. reading good bks. – relaxng and absorbing pastime.
  - 4. to produce quality bks.
- KEY TO ABBREVIATIONS USED:-
  - Acc- according, Ist- first, bks- books, gen- generation, diff- different, intellect- intellectuals, relaxng- relaxing.



A vibrant, misty forest scene. A dirt path leads through a dense carpet of green ferns and undergrowth. Tall, slender trees stand in the background, their trunks partially obscured by a soft, white mist. The overall atmosphere is serene and natural. Overlaid on the lower half of the image is the word "THANKS" in large, bold, blue 3D letters. A small, orange and black butterfly is perched on the letter 'A'.

THANKS