

Question: - 1 What is Note Making and Note Taking?

Answer:

When you **read and prepare notes**, it is called **note making** and when you **listen to a speaker or watch documentaries and jot down notes**, it is called **note taking**.

However, in both note taking and note making, what is important is that you want to record significant points so that you can use them before an exam.

Manual note taking requires pen and paper, while electronic note taking (or computer - assisted note taking) requires a laptop, often with special note taking software.

Question: -2 Importance of Note making:

Answer:

1. Taking notes helps you to focus and concentrate in class or while listening to a speaker on television or at a conference hall.
2. Taking notes helps you prepare for tests and examinations.
3. They are valuable clues to what information the teacher or speaker thinks and key points to understand a subject.
4. Mostly they help you understand the complex concepts or elements of the subject which may not be able to understand even by reading books.

Question: - 3 Write down features of Good Notes:

Answer:

Good notes should have the following features:

1. It should be brief, concise, and preferably written in third person.
2. It should contain only the relevant details or facts of the subject. Any illustration, description, explanation, etc., in support of the subject should be avoided. However, it could be given in case of science and technology - oriented subjects / topics where the shape / size / processes become important.
3. Information should be presented in phrases, words, or brief sentences and no specific grammatical pattern should be followed.
4. All information, relating to the subject, should be presented in a logical sequence.
5. Notes are usually divided into main points, sub - points, sub - sub points, and so on.

Question: - 4 Steps to Make Effective Class notes:

Answer:

Taking good notes is a three - stage process in which there are certain things you should do before going to the class, during the class, and after the class.

Given below are the three stages of note taking:

- 1. Get ready to take notes (before class)**
- 2. Take notes (during class)**
- 3. Rewrite your notes (after class)**

1. Get ready to take notes (before class)

- (a) Review the notes from the previous class or session before you go to the next class. This will help you remember what was covered and also help you understand new information imparted by the teacher or speaker.
- (b) If the teacher has asked you to read something before coming to the class, complete all the assigned readings before coming to the class.
- (c) Bring all note - taking materials such as pen, pencil, writing board, and paper with you.

2. Take notes (during class)

- (a) Keep your attention focused on what the teacher is saying. Listen for ' signal statements ' that will tell you that what your teacher is about to say and is important to write in your notes. Examples of signal statements are ' **The most important point ...** “, " **Remember that ...** “, and ' **One of the most important aspects of** ‘.... Be sure to include in your notes the information that the teacher repeats or writes on the board.
- (b) Write quickly so that you can include all the important information in your notes. Do this by using abbreviated (Shorten) forms of words and expressions.

3. Rewrite your notes (after class)

- (a) Rewrite your notes to make them complete by changing abbreviated (Shorten) words into whole words, symbols into words, and shortened sentences into longer sentences.
- (b) Make your notes more accurate by answering any question you had while writing your notes in the class.
- (c) Check with other students to ensure that you have not missed any important information.

Question: - 5 Write METHODS OF PREPARING NOTES in detail:

There are five methods of preparing notes efficiently.

- 1. The Cornell method**
- 2. The taxonomizing method**
- 3. The outlining method**
- 4. The sentence method.**
- 5. The mapping method**

1. The Cornell Method

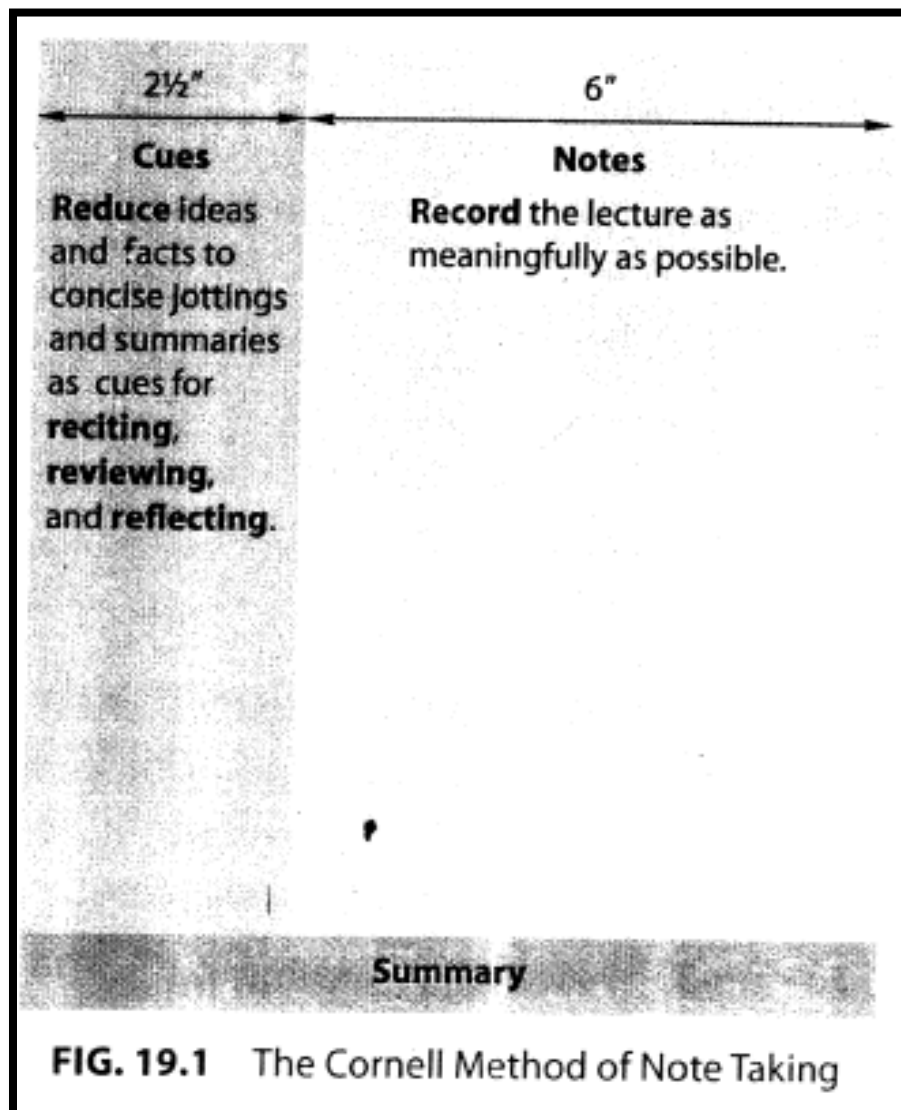
The Cornell method provides a systematic format for condensing (Shortening) notes without laborious re copying. After writing the notes in the main space of the page, use the left - hand space to label each idea and detail with a key word. This is how you can use this method.

Method

Draw rules on your paper with a two-and-a-half-inch margin on the left leaving a six-inch area on the right to make notes.

During class, take down information in the six - inch area. When the instructor moves to a new point, skip a few lines. After the class, complete phrases, and sentences as much as possible. For every significant bit of information, write a cue in the left margin.

To review, cover your notes with a card, leaving the cues exposed. Say the cue out loudly; then say as much as you can of the material underneath the card. When you have done so, move the card and see if what you said matches with what is written. If you can say it, this means you know it (Fig. 19.1)



Advantages

Here are the advantages of the Cornell method:

1. It is organized and systematic which helps in recording and reviewing notes.
2. It is an easy format for pulling out major concepts and ideas.
3. It is a simple and efficient method.
4. This method undoubtedly saves time and effort.
5. It is like a 'do - it - right - in - the - first - place' system.

2. The Outlining Method

Indented outlining is usually the best method for the informative kind of lectures and text.

In this method, the information, which is most general begins at the left, with each more specific group of facts indented with spaces to the right.

Method

First listen and then write your points in an organized pattern based on space indentation.

Place major points farthest to the left. Indent each of the more specific points to the right. Levels of importance will be indicated by the distance away from the major point.

A common system consists of headings that use Roman numerals, letters of the alphabet, and Arabic numerals at different levels. A typical structure would be as follows:

A typical structure would be as follows:

- I. First main topic
 - (a) Sub - topic
 - 1. Detail
 - 2. Detail
 - (b) Sub - topic
- II. Second main topic
 - (a) Sub - topic

However, this sort of structure has limitations in the written form since it is difficult to go back and insert more information.

Advantages

Here are the advantages of the outlining method:

1. It is a well - organized system if used rightly.
2. Outlining helps in recording content as well as observing relationship among various points.
3. Turning main points into questions helps keep the review process easy.

Disadvantages

Following are the disadvantages of the outlining method:

1. This method requires more thought into the subject matter by the note taker for accurate
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organization.

2. It has some restrictions as it lends limited review for learning and question application because it is very brief. For details one has to look at the original text or source.
3. This system cannot be used if the lecture is rushed through.

Example

- I. Environment Pollution
 - (a) Definition: Pollution is the introduction of contaminants into an environment that cause instability, disorder, harm, or discomfort to the ecosystem.
 - (b) Types

1. Water pollution	5. Radiation pollution
2. Thermal pollution	6. Noise pollution
3. Land pollution	7. Air pollution
4. Pesticide pollution	
 - (c) Pollutant: It is a waste material that pollutes air, water, or soil.
- II. Sources and Causes
- III. Pollution Control Devices
 - (a) Dust collection systems

1. Baghouses	3. Electrostatic precipitators
2. Cyclones	
 - (b) Scrubbers

1. Baffle spray scrubber	4. Mechanically aided scrubber
2. Cyclonic spray scrubber	5. Spray tower
3. Ejector venturi scrubber	6. Wet scrubber
 - (c) Sewage treatment

1. Activated sludge biotreaters	4. Dissolved air floatation (DAF)
2. API oil–water separators	5. Powdered activated carbon treatment
3. Biofilters	6. Sedimentation (water treatment)
 - (d) Vapour recovery systems

3. The Mapping Method

In this method, you need to use your cognitive (comprehension) and analytical skills to identify which idea or fact relates to which main idea. It is a graphic representation of the whole talk or lecture.

Method

While using this method, you use your critical thinking and try to create a map of the whole information that you receive in lectures or talks.

Advantages

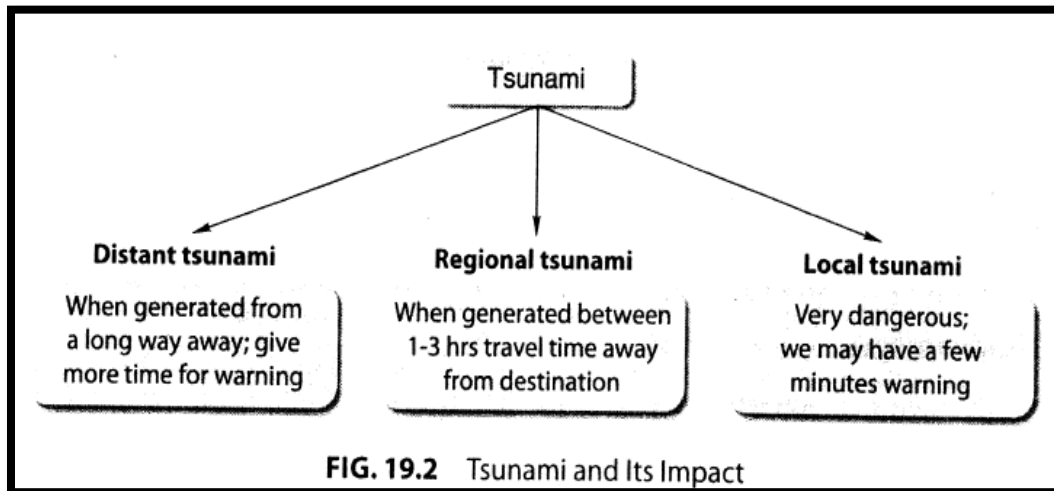
1. It helps you track the lecture or talk visually.
2. It employs your critical thinking.

3. It is easy to review the whole information in no time.
4. Different colours can be used for showing.
5. If prepared on the flash - card later, it will give you an opportunity to go through your notes quickly before the examination.

When to use

Use this method when the lecture content is heavy and well - organized. This method may also be used effectively when you have a guest lecturer and have no idea how the lecture is going to be presented.

Imagine that you have attended a talk on ' Tsunami and its impact on environment “. You should prepare your notes by using the mapping method shown in Fig. 19.2.



4. The Taxonomizing Method

It is a method which helps you chart or record the information in a systematic manner. It facilitates you in taking down notes or a gist as quickly as possible, since the pro forma for the purpose has been already created by you.

In this method, you may divide your page by drawing quadrangles and label them with appropriate headings such as history, causes, effects, and measures. As you listen to the lecture, start recording information (words, phrases, main ideas, etc.) into the appropriate category.

Advantages

Here are the advantages of the taxonomizing method:

1. It helps track relevant contents.
2. This method reduces the amount of unnecessary writing.
3. It provides easy review mechanism for both memorizations of facts and study of comparisons and relationships.

Given below is an example that suggests how by using taxonomizing method, you can prepare

your notes (Fig. 19.3)

Battle of Buxar	
History <ul style="list-style-type: none"> • 1763 • Between the armies of Mir Kasim and his allies Emperor Shah Alam II and Shuja-ud-Daula, Nawab of Avadh and Robert Clive's army commanded by Major Hector Munro. 	Reasons <ul style="list-style-type: none"> • Mir Kasim (reign:1760 to 1763) wanted to recover Bengal from the hands of British.
Impact <ul style="list-style-type: none"> • The coordinated gun shooting became very much a trademark of the British way of war over the next few decades. 	Historical significance <ul style="list-style-type: none"> • The establishment of British dominance along with the <i>diwani</i> (revenue administration) of Bengal, Bihar, and Orissa was the major fallout of the Battle of Buxar.

FIG. 19.3 Preparing Notes by Using Taxonomizing Method

5. The Sentence Method

It is a method which is used by the students who do not know the technical way of taking down notes. They also believe in taking detailed notes of the lecture or talk.

However, it is quite a useful method for taking down notes when the topic of discussion is quite argumentative.

Method

Write every new thought, fact, or topic on a separate line as you progress.

Advantages

Here are the advantages of the sentence method:

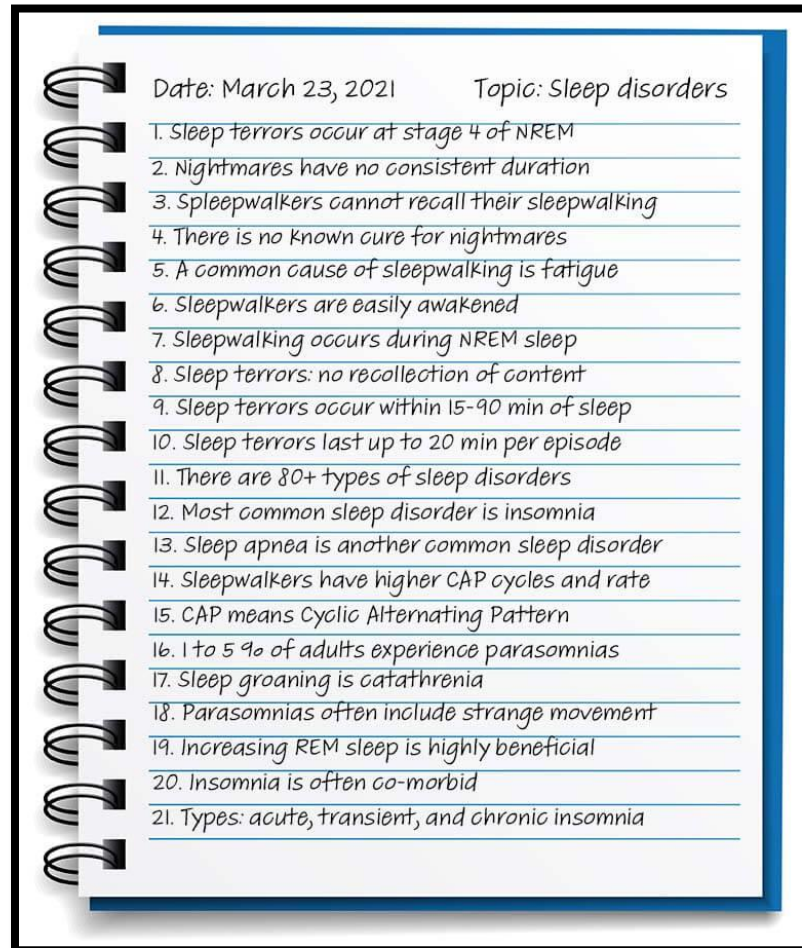
1. You get more or all the information.
2. Notes prepared by using this method give enough idea of the content of the actual text.

Disadvantages

1. Sometimes you cannot determine major / minor points from the numbered sequence.
2. It is difficult to edit without having to rewrite by clustering points which are related.

UNIT 2 NOTE MAKING

102000304 – TWS – Study Material



USEFUL TIPS TO WRITE NOTES

Given below are a few tips for preparing purposeful notes:

1. Take enough time for taking down notes. It will both save time and increase retention later on.
2. Select an appropriate method and structure your notes.
3. Note everything that is related to the author's argument. Remember, important points come in introductory and concluding paragraphs.
4. Discriminate facts from opinions, and quotations from summaries. Knowing this difference will help you prepare your notes carefully and you will be able to review your notes later with confidence.