

BWAILA SECONDARY CLUSTER ENGLISH INSERT

HOW TO APPROACH NOTE-MAKING

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(I) NOTE-MAKING

Note-making involves summarizing a passage in form of notes, that is, in accordance with the recommended style of notes.

What is involved in note-making?

- A Suggest the TITLE of a passage. This is done because the passage given has no title.
- B identifying the main ideas.
- C supply supporting ideas
- D writing of the title, main ideas and supporting ideas following the style of notes.

How to write each of the following.

A TITLE

- The TITLE is written in the upper case or capital letters
- Do not underline it.
- Do not number it (the assumption is that a passage will usually have one title)
- Write it at the center of the page
- Should be as brief as possible

E.g

THREE STATES OF MATTER

B Main ideas

- Provide much information about the topic (an aggregate of main ideas gives the topic)
- Have to be written in small letters, except for the initial or first letter which is capitalised
- They have to be underlined
- They have to be numbered
- Should be written close to the left margin

For example

I Solids

One way in which a candidate can easily identify main points is by closely reading through the signalling devices and the accompanying topic sentences, whether at the beginning of a paragraph or within it.

C Supporting ideas

- these support main ideas
- should be written few centimeters from inside the left margin
- have to be written in small letters, except for the first letter which is capitalised
- have to be numbered
- do not underline them

For example

(a) occupy space

NB: supporting points within supporting points (minor supporting points) should be numbered inform of dashes

For example:

-can fill size of container

THREE STATES OF MATTER

I Solids

- (a) Occupy space
 - can fill size of container

OTHER POINTS TO CONSIDER IN NOTE MAKING

A The numbering system

All main ideas and supporting ideas have to be numbered. One is at liberty to use:

Roman numerals: -I II III IV V VI VII VIII IX X etc
-i ii iii iv v vi vii viii x etc

Arabic numbers: -1 2 3 4 5 6 7 8 9 10 etc

Alphabet -A B C D E F G H I J K L etc
-a b c d e f g h i j k l

When numbering ideas, make sure that there is consistence. When you begin numbering the first main ideas with Roman numerals, for example, see to it that all the subsequent main ideas have been numbered likewise (use capital letters). Use the alphabet or Arabic numbers for the supporting points.

C The use of phrases, signs , symbols

It is a requirement that phrases, signs and symbols be used in note-making. However, candidates must take note that only conventionally applied symbols and signs are acceptable so that they render meaning to the reader. (Do not create your own signs and think that everybody understands them.)The signs have to substitute the relevant words.

Here are just some of the symbols and signs that have to be used.

Symbol or sign	meaning
+ or &	and or plus
+ -	about or more or less
/	this or that

@	at
	With
	therefore
1st	first
2nd	second
3rd	third
no.	number
thou.	thousand
etc etcetera,	and so on, and so many of the same
vs	versus, against
i.e	that is to say
=	equals/is/are/ has/ have
→	leads to, causes, results in
"	the same as above
%	percent
chn.	Children
max.	maximum
min	minimum
e.g.	for example, for instance
dept	department
govt.	government
N.	north
S.	south
W.	west
E.	east
wks	weeks
hrs	hours
mins	minutes
sec	seconds
man	
woman	
\$	money

Worth noting is the fact that all the signs that are used in the sciences and Mathematics are accepted in note-making

SAMPLE QUESTION

Read the following passage carefully and afterwards summarise it in NOTE FORM. In your summary:

- **Suggest a suitable title for the passage**
- **Identify the main points**
- **Supply the supporting points for each main points**

Marks will be awarded for content, note style and fair-copy layout. Candidates who simply copy the passage will be penalized.

If you want to transport a heavy load from one place to another, you probably either carry it yourself, or if you have the money, hire a lorry. However, in many parts of the world, people use animals to do the carrying. Such animals are referred to as beasts of burden.

In hot deserts, the main beast of burden is the camel. It has a number of characteristics that make it suitable for desert travel. It has broad feet, and this means it can move easily over loose dry sand in the desert. The second feature is that the camel is able to store fat in its hump. This means that it can go a long way without eating. Similarly, water is stored in cells so that it can go without drinking for a long time.

Another animal used in hot desert climate is the donkey. This is the beast of burden in the Eastern Mediterranean. The donkey can stand great heat so it is useful in the hot deserts of Israel, Syria and so many other areas. It can work well on only small amounts of food.

Different animals are needed in mountainous areas. Here the best beast of burden is the Yak. Yaks can easily breathe at great heights. Another feature of the yaks is that they are sure footed and are, therefore, able to travel along steep mountain paths without slipping.

In another mountainous region, the Andes of South America, the main beasts of burden is the Llama. This animal is used for both ridding and for carrying heavy loads. They are extremely sure footed for they rarely slip or stumble, and they too are able to breathe easily at great heights.

Finally wolf-like dogs called huskies are used to draw sledges over the snow and ice. These animals can travel very long distance without food and they are able to pull heavy loads a long way. Their thick coats help them to protect them against the cold.

SAMPLE ANSWER

BEASTS OF BURDEN

I. Definition

- (a) Animals carrying heavy loads

II. Camel

- (a) Found in hot deserts
- (b) Broad feet
 - i.e. easy movement over loose desert sand
- (c) Hump stores H₂O
 - i.e. go long out eating
- (d) Cells store fat
 - i.e. go out drinking 4 long time

III. Donkey

- (a) Found in Mediterranean of Israel, Syria etc
- (b) Stands great heat
- (c) Works well on small food

IV. Yaks

- (a) Found in mts. areas
- (b) Breathe easily @ great heights
- (c) Sure footed & travel steep mt. path out slipping

V. Llama

- (a) Found in Andes Mt. S. America
- (b) Sure footed & don't slip/ stumble
- (c) Breathes easily @ greater heights

VI. Huskies

- (a) Found in snow areas
- (b) Travel long distance out food
- (c) Thick coats protect vis cold