

NOTE-MAKING

Note making and summarising is a crucial skill that helps us to filter the important information and retain it. It also makes it easier for us to refer to the important points in future. It consists of two parts. In the first part, students are asked to prepare notes from the given passage and then convert it into a summary in the second part. Making notes is a complex activity which combines several skills. Note-making is useful as it saves time, energy and the space at working place, while attending a lecture at school or in college, in a meeting etc. It enhances the confidence to revise the topic whenever we want.

1. It keeps a lot of information at our disposal for ready reference.
2. It helps us reconstruct what was said or written and thus accelerates the process of remembering/recall.
3. It comes in handy in delivering a speech, participation in a debate/discussion, writing an essay and revising lessons before an examination.

Note-making basically involves noting the main points of whatever is read or heard, as one cannot be expected to remember everything.

How To Make Good Notes and Summary of the Given Passage

The following points will help you in making good notes

- Read the passage quickly but carefully. Try to understand main points and supporting details. Underline the keywords as you read.
- Notes should be in points and in an appropriate format.
- Organise your ideas into main heading, sub-headings and sub-sub-headings (if possible).
- Abbreviations and symbols must be used.
- Give title to your notes. Avoid a long sentence.
- While making summary, make sure that your summary does not exceed 1/3 of the length of the original text.
- The summary should contain only the main ideas and the supporting details.
- Refer back to the original passage to ensure that your summary is a true reflection of the writer's ideas.

FORMAT

Note-making should contain:

- (a) Heading and Sub-headings
- (b) Abbreviation and Symbols
- (c) Note-form(write in points only)
- (d) Numbering and Indentation

Heading and sub-headings

The heading reflects the main theme, whereas the subheadings point out how it has been developed. The selection of proper headings and subheadings reveals the grasp of the passage by the students. In the absence of proper assimilation of main ideas and subsidiary points, it is impossible to make notes.

Abbreviations and symbols

They are used for precision and economy of words and hence quite helpful in note-making. At least four recognisable abbreviations are to be used in note-making in your board examination. These are essential components of note-making. Students often make use of abbreviations and symbols in doing their written work.

Note Form

While making notes, the whole information is listed in note form that is in points only. Notes should not be written in complete sentences, as we can't remember all the information. So only the main points are listed one under the other and numbered.

It implies the logical division and subdivision of the listed information by using figures, letters, dashes, and spaces.

All examples and figurative speeches should be eliminated.

Numbering and indenting

Every point and subpoint should be numbered separately. Indentation means leaving space at the beginning of a line of print or writing.

First write the title, and then write down the notes in a logical order. From the main headings to the subheadings, the numbering should be spaced a little to the right.

SUMMARISE: Write a brief paragraph or two summarising the main ideas and information from the notes. This is a great way to quickly review and recall the most crucial points.

Indented Format

Main Sections : 1, 2, 3, 4, etc..
Sub Sections : (a), (b), (c), (d), etc.
Sub-sub sections : (i), (ii), (iii), (iv), etc.

1.
(a)
(i)
(ii)
(b)
(c)
(i)
(ii)
(iii)

Indented Format

or you may use **Decimal System**

Main Sections : 1, 2, 3, 4, etc.
Sub Sections : 1.1, 1.2, 2.1, 2.2, 2.3, etc.
Sub-sub Sections : 1.1.1, 1.1.2, 2.1.1, 2.1.2, etc.

1.
1.1
1.2
2.
2.1
2.2
2.2.1
2.2.2

Note making Example – Passage 1:

1. Conversation is indeed the most easily teachable of all arts. All you need to do in order to become a good conversationalist is to find a subject that interests you and your listeners. There are, for example, numerous hobbies to talk about. But the most important thing is that you must talk about other fellows's hobbies rather than your own. Therein lies the secret of your popularity. Talk to your friends about the things that interest them, and you will get a reputation for good fellowship, charming wit, and a brilliant mind. There is nothing that pleases people so much as your interest in their interests.
2. It is just as important to know what subjects to avoid and what subjects to select for good conversation. If you don't want to be set down as a wet blanket or a bore, be careful to avoid certain unpleasant subjects. Avoid talking about yourself, unless you are asked to do so. People are interested in their own problems, not in yours. Sickness or death bores everybody. The only one who willingly listens to such talk is the doctor, but he gets paid for it.
3. To be a good conversationalist, you must know not only what to say but also how to say it. Be mentally quick and witty. But don't hurt others with your wit. Finally, try to avoid mannerisms in your conversation. Don't bite your lips or click your tongue, or roll your eyes, or use your hands excessively as you speak.
4. Don't be like that Frenchman who said, "How can I talk if you hold my hand?"

Answers:

The Art of Conversation

1. Conversation—most easily teachable art

- (a) Req'd. interest'g subject – hobbies
- (b) Talk about other fellow's int./hobby
- (c) Win'g repton. as good conversationalist
 - (i) good f'ship
 - (ii) charm'g wit
 - (iii) brl. mind

2. Apprte subs, for conversationalist

- (a) What subs, to avoid/select?
- (b) Avoid unpl'nt subs.
 - (i) sickness
 - (ii) death
- (c) Avoid talk'g about self

3. Qualities of a good conversationalist

- (a) What to say & how to say it
- (b) ment'y quick & witty
- (c) pleasant & unhurt'g
- (d) avoid mannerisms.

4. Conversation is the easiest and the most effective tool compared to other arts. To have such an attractive quality, you need to pick a subject that interests your listeners more than you. Talk to your friends on topics that can engage your friends in the conversation for a longer period of time. To be a good conversationalist, you have to

be quick and witty. You should have a pleasant and non-defensive quality. Mannerism should be avoided.

NOTE-MAKING

Sample

I. Read the passage given below carefully:

1. Cholesterol is a waxy substance that is present in our body. It's an important component of our cell wall and other tissues, but it is harmful if in excess. It can lead to blockages due to the plaque formation in the heart's arteries, causing heart disease and heart attacks. Such blockages can also happen in arteries present in the legs or in the brain. Cholesterol is produced in the liver, and the amount produced is influenced by our genes. The food we consume, too, has an effect on cholesterol levels. Fatty foods, especially those high in saturated fats, and foods high in simple sugars, such as cold drinks, increase cholesterol levels. Lack of physical activity and exercise also leads to elevated levels.

2. We can reduce cholesterol levels by following a heart-healthy lifestyle, which includes regular physical activity for at least 30 minutes daily and a diet high in fruits and vegetables and low in saturated sugar. Statins are a group of drugs most recommended for those with high cholesterol. Red yeast rice has been shown to be effective in lowering cholesterol. Include garlic and flaxseed in your daily diet. Olive oil, canola oil, or other oils rich in monounsaturated fatty acids can be used for cooking in order to reduce cholesterol through food.

3. The ill effects of high cholesterol take time to show, and you may not realise it until it's a bit too late. Cholesterol, by itself, is important because it insulates nerve cells and membranes. Being a fatty substance, it does not dissolve in the blood and is packaged into protein. There is 'good' HDL cholesterol and 'bad' LDL cholesterol. Bad cholesterol can stick to the smooth lining of the blood vessels, where it is absorbed, while HDL mops up excess bad cholesterol and removes it from blood vessels. Even moderate physical activity can help increase HDL cholesterol.

4. Exercise five days a week, whether you are overweight or underweight. Aerobic exercises like walking, cycling, swimming, slow jogging, dancing, etc., for 45 minutes, three times a week, and anaerobic exercises like weight training and sprinting for another three days will help increase good and reduce bad cholesterol. In order to maximize your cardiovascular fitness, aerobic exercises should raise your heart rate to a certain level. This level is called your target heart zone. Keep your heart rate elevated for at least 20 minutes. Always warm up, stretch, and cool down—relax—before and after any workout to avoid injuries. All these contribute to a healthier and fitter life.

(A) On the basis of your reading of the above passage, make notes on it using headings and subheadings. Use recognisable abbreviations (wherever necessary-minimum four).

(B) Write a summary of the passage in about 80 words.

Good Cholesterol for a healthier life

1. Impact

- 1.1 leads to blockages
- 1.2 causes heart diseases
- 1.3 heart attacks
- 2. Reasons
 - 2.1 plaque formation in arteries
 - 2.2 fatty foods
 - 2.2.1 high in sat. fats
 - 2.2.2 lack of phys. activity
- 3. Solution/Remedies
 - 3.1 heart-healthy lifestyle
 - 3.1.1 reg. phys. activity
 - 3.1.2. diet high in fruits and veg.
 - 3.2 statins
 - 3.2.1 red yeast rice
 - 3.2.2 garlic & flaxseed
 - 3.2.3 olive oil, canola oil
- 4. Types of cholesterol
 - 4.1 HDL – good
 - 4.2 LDL – bad
- 5. For healthier & fitter life
 - 5.1 Exercise five days a week
 - 5.2 Aerobic exercises 45 mins, three times a week
 - 5.2.1 walking
 - 5.2.2 cycling
 - 5.2.3 swimming
 - 5.2.4 slow jogging
 - 5.2.5 dancing
 - 5.3 Anaerobic exercises three days a week
 - 5.3.1 wt. training
 - 5.3.2 sprinting

Key to abbreviations:

sat. – saturated
phys. – physical
reg. – regular
veg. – vegetables
& – and
mins. – minutes
wt. – weight

Summary: Cholesterol, a waxy substance present in our body, is an important component of our cell walls and other tissues. If present in excess, it can be very harmful. Our cholesterol levels are affected by the food we consume. We can reduce cholesterol levels by leading a heart-healthy life, doing regular physical activity and eating a diet rich in fruits and vegetables. There are ‘good’ HDL cholesterol and ‘bad’ LDL cholesterol. To ensure an

increase in our HDL level and to lead a healthier and fitter life, we must do aerobic and anaerobic exercises at least five times a week.

Assignment

II. Read the passage given below carefully:

1. Effective speaking depends on effective listening. It takes energy to concentrate on hearing and understanding what has been heard. Incompetent listeners fail in a number of ways. First, they may drift. Their attention drifts from what the speaker is saying. Second, they may counter. They find counterarguments to whatever a speaker may be saying. Third, they compete. Then, they filter. They exclude from their understanding those parts of the message that do not readily fit with their own frame of reference. Finally, they react. They let personal feelings about a speaker or subject override the significance of the message that is being sent.

2. What can a listener do to be more effective? The first key to effective listening is the art of concentration. If a listener positively wishes to concentrate on receiving a message, his chances of success are high. It may need determination. Some speakers are difficult to follow, either because of the tonal quality or because of the form in which they send a message. There is then a particular need for the determination of a listener to concentrate on what is being said.

3. Concentration is helped by alertness. Mental alertness is helped by physical alertness. It is not simply physical fitness but also the positioning of the body, the limbs, and the head. Some people also find it helpful to concentrate if they hold the head slightly to one side.

4. Posture, too, is important. Consider the impact made by a less competent listener who pushes his chair backwards and slouches. An upright posture helps a listener's concentration. At the same time, it is seen by the speaker to be a positive feature amongst his listeners. Effective listening skills have an impact on both the listener and the speaker.

(A) On the basis of your reading of the above passage, make notes on it using headings and subheadings. Use recognisable abbreviations (wherever necessary-minimum four).

(B) Write a summary of the passage in about 80 words.