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Note Taking Skills - Handout

ABBREVIATIONS

Abbreviations are used so you can make notes more quickly.  Any word can be abbreviated.

There are four main types of abbreviations. Below you will find information about these types and examples of each.

Symbols can also be used to make notes more quickly because they can be used instead of words.

Type A:                 Abbreviations of short phrases (sometimes from the Latin language) in which the first letters of each word are given.

                         A.D.                                   After the birth of Christ (Latin)

                         °C                                       Degrees Celsius

                         CNS                                    Central Nervous System

                         e.g.                                    for example (Latin)

                         etc.                                    et cetera (Latin)

                         i.e.                                      that is (Latin)

                         N.B.                                   take note of this (Latin)

                         p.a.                                    in one year (Latin)

Type B:                 Abbreviations of short words using the first letter only or the first and last letters only

                         b.                                        born

                         d.                                        died

                         p.                                        page

                         n.                                        noun

                         v.                                        verb

                         N.                                       north

                         yr                                        year

                         hr                                        hour

                         Rd                                       road

                         St                                        street

Type C:          Abbreviations of longer words using the strongest consonants only.

                         kg                                       kilogram

                         cm                                      centimetre

                         bldg                                   building

                         gdn                                    garden

                         b/c                                     because

Type D:          Abbreviations of longer words using the first few letters, just enough to remind you of the whole word.  This is the most common type of abbreviation.

                         adj.                                    adjective

                         adv.                                   adverb

                         boil.                                   biology

                         eco.                                   economy

                         lang.                                  language

                         max.                                  maximum

                         prof.                                  professor

                         temp.                                temperature

                         uni.                                    university

Symbols

Symbols are often used in note making.  Most symbols come from mathematics.

A symbol can have several meanings.

                         +                                         and, plus, as well, in addition

                         -                                         less, minus

                         =                                         equals, is the same as

                         >                                         more than, bigger than

                         <                                         less than, smaller than

                         à                                       go to, leads to, result

                         ß                                       comes from, results from

                         ­                                         increasing, going up, getting bigger

                         ¯                                         decreasing, going down, getting smaller

                         \                                       therefore, so

                        Θ                                         because

                         @                                       at

                          °                                         degrees

                         "                                          ditto (same as the word above)

                         »                                         approximately

Using full stops with abbreviations

A full stop after an abbreviation means that the word has been cut short.

                         b.                                        born

                         rev.                                    revolution

                         pop.                                   Population

KEY WORDS

Key words mean the important words in the text. When we are reading and making notes we need to know what information is important, so we can make our notes. As texts become longer it can be difficult to know which of the information is important. The following exercises will help you become skilled at finding the key words and making notes about these words.

This is an example of a text with the key words underlined and notes made about those key words.

James Watt

James Watt was born in Scotland in 1736. He was an engineer who invented the steam engine. This was done by heating water to make steam and then cooling the steam back to water. The steam engine was very important for the Industrial Revolution which occurred in the late 18th century.

James Watt

-              b. Scotland 1736

-              engineer

-              invent. steam eng. (heat water → steam → cool back to water)

steam eng. very impt. for Indust. Revⁿ (late 18thC)

WRITING NOTES INTO A SUMMARY

After you have made your notes from a text you can write these notes into a summary of the topic. Because you have identified the key words and made abbreviated notes you have got the important ideas of the topic. A summary includes only the main ideas or points.

Below is an example of notes written into a paragraph which is a summary of these main points.

Albert Einstein

-              physicist + Nobel Prize winner

-              b. Germany, 1879

-              dev. theory of relativity

-              lived US 1935 (escape Nazis)

-              d. US 1955

Albert Einstein

Albert Einstein was a physicist and Nobel Prize winner. He was born in Germany in 1879. Einstein developed the theory of relativity. In 1935 he moved to the United States to escape the Nazis and lived there until his death in 1955.

ESSAYS

Up to this point you have been taking notes from factual texts. As your skills in taking notes develop you can use these skills to take notes from other writing genres (styles). The following exercises give you practise in taking notes from argumentative/ discussion writing. This type of writing includes opinions and reasons for these views. One of the features of this genre is connectors (linking words) and these can help when taking notes. Connectors help the piece of writing to be cohesive and clear for the reader. You may gain the main idea of the paragraph from them, as well as be able to see the reasons and supporting arguments clearly. Connectors may include the following examples:

Listing: Firstly, secondly, lastly, finally

Additional reasons / information: In addition, furthermore, moreover, as well as

Result: Therefore, so, consequently,

Contrast: However, on the other hand

Example:

Read the following text which uses connectors. Following the text is a set of notes. The connectors have been useful in finding the main idea of each paragraph and supporting information.

Would our lives be better without TV?

|  |  |  |
| --- | --- | --- |
| Connectors  However        Firstly    In addition    As well as          Secondly    Also    Moreover  In addition        Furthermore            Finally | Main Idea  Intro: TV      TV has changed the way we spend our spare time.  (Negative)          Family life has changed because of TV. (Negative)            TV affects eating habits and diets.      Conclusion: TV viewing -  what should happen. | Television is a part of everyday life and would be difficult to live without. However, I believe that we would be better off without it and many people agree with this opinion. There are several reasons why I have this view as can be seen in this essay.  Firstly, television has changed the way people spend their spare time and I consider this to have had an adverse effect on our lives. In the old days before TV became so popular, people had a wide variety of ways to enjoy their free time. People had more hobbies and this made them more interesting to talk to. Their hobbies helped them meet people and be sociable. In addition, before TV it was common for people to invite their friends into their homes for a meal and a pleasant evening of conversation. As well as entertaining at home, people used to go out more for other forms of entertainment such as to a sports event, social club, a local park or the theatre. Nowadays it seems many people are happy to stay at home and watch television no matter what the weather outside.    Secondly, family life has changed as a result of the television and I do not think this is a good thing. Children watch far too much television and a lot of their viewing is quite unsuitable such as silly game shows and action cartoons. Also they are exposed to too many ridiculous advertisements. Moreover, much of the content of programs is really only suitable for adult viewing such as violence, unhappiness and sexual matters. In addition to unsuitable programs, another problem for family life is the way the TV takes the central position in the house. Many families prefer to watch it rather than spend time talking to each other. Conversations are about what is on the TV or an argument over channels or perhaps it’s simply “Shhh, I’m watching TV.    Furthermore, TV affects our eating habits and diets. Fast foods are consumed quickly in front of the television instead of a leisurely meal at the dinner table. Australians have become great snack eaters as TV has become more popular. Could this be because they have become more interested in watching TV rather than eating sensible meals?    Finally, in conclusion, television is here to stay whether we like it or not. It has to be hoped that people will use some common sense in making decisions about their viewing habits. As well it is to be hoped that people do not forget to get out and do other things with real people. There’s a wonderful world out there! |

Headings and Notes

Intro: TV

-          pt. of everyday life

-          diffic. to live without

-          but better off without – many agree

TV’s effects on spare time

-          b/4 – people had variety of ways to enjoy free time

-          people had more hobbies ® more interest/g to talk to

-          hobbies – helped meet people/ sociable

-          b/4 TV – common to invite friends  - meal & conversⁿ

-          b/4 TV – go out more for entertain/t eg. sports, social club, park, theatre

-          now: people happy – stay home& watch TV

TV’s effects on family life

-          chn watch too much – a lot unsuitable eg. game shows, action cartoons; too many ads.

-          content only suit. for adults eg. violence, unhappiness, sex

-          TV – central positⁿ in house – families pref. TV than talking ea. other

-          conversations: about what’s on; arguing about channels; be quiet

TV’s effects on eating habits/ diet

-          fast foods consumed in front of TV; not meal at dinner table

-          Aust/ns bec. great snack eaters (as TV bec. ­pop.)

-          bec. ­ interested in watching TV than eating sensible meals

Conclusion

-          TV here to stay

-          hope: people use common sense making decisions about viewing habits &

-          don’t forget – get out; do other things with real people.

Exercise 1: Choose the appropriate Abbreviations

Corporation; Calories; Circa (about this date); Association; Fahrenheit; Avenue; Celsius; Department; Inches; Gross National Product; East, Eastern; Editor(s), edition; Longitude; Square; Hour(s); Foot, feet (measurement); February; Miles per hour; Junior; Latitude; Limited; Doctor of Medicine; Mount, mountain; Incorporated; Gross Domestic Product.

Assn.     \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ave        \_\_\_\_\_\_\_\_\_\_\_\_\_\_

C            \_\_\_\_\_\_\_\_\_\_\_\_\_\_

c.            \_\_\_\_\_\_\_\_\_\_\_\_\_\_

cal          \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Corp.     \_\_\_\_\_\_\_\_\_\_\_\_\_\_

dept.     \_\_\_\_\_\_\_\_\_\_\_\_\_\_

E             \_\_\_\_\_\_\_\_\_\_\_\_\_\_

ed.         \_\_\_\_\_\_\_\_\_\_\_\_\_\_

F             \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Feb.       \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ft           \_\_\_\_\_\_\_\_\_\_\_\_\_\_

GDP       \_\_\_\_\_\_\_\_\_\_\_\_\_\_

GNP       \_\_\_\_\_\_\_\_\_\_\_\_\_\_

H             \_\_\_\_\_\_\_\_\_\_\_\_\_\_

in.           \_\_\_\_\_\_\_\_\_\_\_\_\_\_

inc.         \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Jr.           \_\_\_\_\_\_\_\_\_\_\_\_\_\_

lat.         \_\_\_\_\_\_\_\_\_\_\_\_\_\_

long.      \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ltd.        \_\_\_\_\_\_\_\_\_\_\_\_\_\_

M.D.      \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mph      \_\_\_\_\_\_\_\_\_\_\_\_\_\_

mt.         \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sq           \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exercise 2: Create your own Abbreviations

Capital                  \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Historical            \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minimum            \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sunday                 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Booking               \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ordinary              \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Difficult               \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Industry               \_\_\_\_\_\_\_\_\_\_\_\_\_\_

October               \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Combination     \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Monitor               \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Questions           \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Back                       \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application        \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agreement         \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alert                      \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Back-up                \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Benchmark         \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business              \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Capacity               \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exercise 3: Keyword Identification

Fred Hollows

Fred Hollows was born in New Zealand in 1929. He was a doctor who specialised in eye surgery. In the 1960s and ‘70s he worked throughout outback Australia with Aboriginal people. He later set up eye health programs in developing countries including Eritrea, where he helped Eritreans build their own eye lens factory. Hollows died in 1993.

Canberra

Canberra has a population of over 200,000 people and is the national capital of Australia.  It is not part of New South Wales but is in an area called the Australian Capital Territory.  Parliament House, the home of the Australian Government is in Canberra.  Canberra has an annual rainfall of about 625 millimetres and most years it has light snowfalls in winter.

Emu

The emu is the second largest bird in the world and is Australia’s largest bird with a height of 1.5 metres and weighing up to 55 kilograms. The emu cannot fly but it can run up to 50 kilometres per hour. Its breeding time is from April to November when it lays six to eight eggs. The emu builds its nest out of stones and grass in the shape of a circle.

Exercise 4: Main Ideas

1.       Find the main idea in each paragraph and make it into a heading. Write it beside the paragraph.

2.       Underline the key words.

                                                                                                                Cats

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | The cat has probably been associated with humans since it was first used to keep caves free from rats and mice, and in return would be given a place by the fire to keep warm. The relationship between cat and human has not been constant. The attitude of humans to cats has ranged through indifference and neglect to the extremes of persecution and worship.  To the early Egyptians, the cat was a goddess and temples were built in her honour. Probably the most revered of animal gods was “Bast”, the cat-headed goddess. Occasionally Bast was given a lion’s head, but the majority of the statues of her show her as cat-headed, often surrounded by sacred cats or kittens. There was even a city named after her.  The Egyptians had great faith in the power of a living cat to protect them from both natural and supernatural evils. They made small ornaments and charms representing cats and various cat gods. They used them to decorate their homes and were buried with them to ensure that the soul of the dead person was protected on their dangerous journey through the hostile spirit world.  Religious Egyptians always mummified their cats when they died and had them buried with almost as much reverence as if they were human beings. At the end of the nineteenth century, a cat cemetery was discovered in Egypt. Hundreds of thousands of little cat mummies were found arranged neatly on shelves. Some were stolen, some destroyed, and antique dealers sold many to tourists. Thousands were left. An Egyptian businessman finally thought of a way of making money from them. He offered them for sale as manure, and, in 1890 he had a cargo of 180,000 of them shipped to England. They were sold by auction and the auctioneer used one of them instead of his hammer. They made less than £4 a ton.  The ancient Jews believed that when a religious person who had reached a high level of holiness died, his soul entered the body of a cat and remained there until the cat itself died a natural death. Only then could it enter heaven.  The same belief existed in Burma and Thailand and beautiful cats were kept in great luxury in the temples. When a member of the royal family died, his favourite cat was buried alive with him but a small opening was always left for its escape. When the cat emerged from the grave, the priests knew that the soul of the dead person had entered the cat and the cat was escorted to the temple. At the crowning of the young king in 1926, a white cat was carried by a court official in the procession to the Throne Room. The old king’s soul was resting in this cat and his former courtiers knew that he would want to be at the crowning of his successor. |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

3.       Take notes under each heading. The first heading has been done for you

Cats

1.       Relationship between cats and humans

Exercise 5: Write notes into Summary

Christopher Columbus

-              b. Genoa, Italy 1436

-              explorer

-              1492 - cross. Atlantic Ocean

-              tried to find route to Asia (↑ wealth for Spain)

-              but discov. new country (= the Americas: now known as W. Indies)

Darwin

-              cap. of NT

-              pop. >70,000

-              far N. Aust

-              small but locat. is imp. for shipping, commⁿ, military

-              25/12/1974 – destroyed by Cyclone Tracey→ since been rebuilt

Kangaroo

-              native to Aust

-              lives -  warm, dry places

-              special b/c belongs to a gp of mammals (marsupials)

-              f. gives birth to live young (joey) → lives mother’s pouch until it can look after itself

-              life span – btn 15 – 20 yrs

-              feeds – night / early morn.

-              eats grass & leaves

-              drinks water

Exercise 6: Essay Outlining

1.       Read the following essay.

2.       List the connectors used in the essay.

3.       Find the main idea of each paragraph. Make it into a heading and write it next to the paragraph.

4.       Underline the key words.

5.       Create notes using the key words and main ideas.

6.       Check your answers by opening the document “Essay 1- Answers”.

Why are there a high number of divorces in modern Western countries?

|  |  |  |  |
| --- | --- | --- | --- |
| Connectors    \_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_          \_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_ | Main Idea    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_          \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | It is definitely true that there are a high number of divorces in modern Western countries. The large number of unhappy marriages shows that people are finding it difficult to build a happy life in the modern world because although life today has more opportunities, it is more complicated than in the past. People want more from life, not just a happy marriage and family. Because of the many reasons for divorce, including personal and emotional reasons, financial reasons and social reasons, people should be more careful before making a decision to get married to one person for the rest of their lives.    Firstly, why do people get divorced? According to a recent survey, people mainly get divorced for personal and emotional reasons. Many people discover that life together is not what they had hoped. They find that there is not enough love, sharing or compatibility in their marriage and so they decide to end it. In this survey many people also said that difficult personalities or immaturity were the cause for the failure of the marriage.    In addition to personal reasons, another important reason is financial. Nowadays money is quite important in building a secure life. Many people find that not having enough money, particularly in the case of men, or not having enough control over the money, particularly for women, caused problems in the marriage. The need for more money could mean the couple spend too much time at work and not enough time with each other or their children.  Furthermore, people also get divorced for social reasons. Perhaps, problems with unemployment, or one partner drinking too much or being violent towards the partner or children may lead to divorce. One partner might become too lonely and this could mean that a marriage does not succeed.    Clearly there are many reasons for divorce and this shows that life in a modern Western society is now more their own decisions. There are more choices and options available to people and they complicated than it was previously. People now have more freedom and independence to make up their own minds and realise that they can have more than just a family. There are other things in life such as a good job or career, friends, money and material possessions. It is easy for people to become dissatisfied with a partner because of unhappiness in one of these areas.    Therefore, in my opinion, people should be careful about deciding to get married. Certainly, getting married at a young age is not advisable because young people do not have the experience to know what is important in their lives. Moreover, I consider that such things as a long courtship or living together before marriage to be a good way of testing if the decision to marry is the right one.    Finally, in concluding, I do not feel that it is bad to get divorced, as, in my view if someone is unhappy they have the freedom to decide what is best for them. However, I do think that the high number of divorces nowadays, for so many reasons as I have explained, means that people should think carefully before deciding to get married. |
| \_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| \_\_\_\_\_\_\_\_\_\_\_      \_\_\_\_\_\_\_\_\_\_\_                                \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | |  |

Use the key words to take notes under the headings.

NOTE TAKING METHODS:

Cornell:

The Cornell note taking method helps organize class notes into easily digestible summaries. This method is effective because the main points, details, study cues, and summary are all written in one place.

Advantages:

Notes are neatly organized, summarized, and easy to review

Allows you to pull out major ideas and concepts

The paper is divided into 3 sections: a 2.5” margin to the left, a 2” summary section on the bottom, and a main 6” in-class note section.

Use the main notes section to take notes during the event.

Use the cues section to review your notes. After the event, write down things you’ll need to remember and a prompt for each. You can also use this section for vocabulary words and study questions.

In the summary segment at the bottom, write a summary of your notes. This is where you will highlight the main points.

Outline:

The Outlining note taking method uses headings and bullet points to organize topics. This method is most useful when learning about topics that include a lot of detail.

Advantages:

Allows notes to be neatly organized.

It is easy to see the relationship between topics and subtopics.

It is easy to turn points into study questions.

During the event, begin your notes with a single bullet point and write the main topic.

Place the first subtopic below and indented slightly to the right.

List any details below your heading and slightly to the right.

Mapping:

The Mapping note taking method is a more visual way to organize your class notes. This technique is useful when learning about relationships between topics.

Advantages:

Useful for visual learners who struggle with studying from notes.

Helps you remember and connect relationships between topics.

While in the event, begin the map with the main topic.

Branching off the main topic, write a heading for each of the subtopics.

Write any important notes underneath each subtopic.

Continue the pattern.

PRACTICE:

Elvis Presley

Elvis Presley was born in the United States in 1935. His singing career began in 1954 and by 1956 he was an international star. He has sold over one billion records worldwide, which is more than any other singer.

As well as being a famous singer, he starred in over 30 films.

Elvis died at his home in August 1977 and is regarded as one of the most important people of twentieth century popular culture.

Elvis Presley

William Shakespeare

William Shakespeare was a famous actor and writer who was born in Stratford, England in 1567. He wrote many plays, and both worked and performed in London. His plays such as ‘Hamlet’ and ‘Romeo and Juliet’ are still performed today.

William Shakespeare

Grading summary

|  |  |
| --- | --- |
| Participants | 24 |
| Submitted | 0 |
| Needs grading | 0 |

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[Manage badges](http://www.hcltss-lms.com/badges/index.php?type=2&id=4287)

[Add a new badge](http://www.hcltss-lms.com/badges/newbadge.php?type=2&id=4287)

[Import](http://www.hcltss-lms.com/backup/import.php?id=4287)

[Question bank](http://www.hcltss-lms.com/question/edit.php?courseid=4287)

[Questions](http://www.hcltss-lms.com/question/edit.php?courseid=4287)

[Categories](http://www.hcltss-lms.com/question/category.php?courseid=4287)

[Import](http://www.hcltss-lms.com/question/import.php?courseid=4287)

[Export](http://www.hcltss-lms.com/question/export.php?courseid=4287)

[Competencies](http://www.hcltss-lms.com/admin/tool/lp/coursecompetencies.php?courseid=4287)

Switch role to...

[Learner](http://www.hcltss-lms.com/course/switchrole.php?id=4287&sesskey=HIrQhZ5B7A&switchrole=5&returnurl=%2Fmod%2Fassign%2Fview.php%3Fid%3D236753%26rownum%3D0%26useridlistid%3D5e046e43d2cae285023985%26action)

[Guest](http://www.hcltss-lms.com/course/switchrole.php?id=4287&sesskey=HIrQhZ5B7A&switchrole=6&returnurl=%2Fmod%2Fassign%2Fview.php%3Fid%3D236753%26rownum%3D0%26useridlistid%3D5e046e43d2cae285023985%26action)

My profile settings

User account

[Edit profile](http://www.hcltss-lms.com/user/edit.php?id=11087&course=4287)

[Change password](http://www.hcltss-lms.com/login/change_password.php?id=4287)

[Preferred language](http://www.hcltss-lms.com/user/language.php?id=11087&course=4287)

[Forum preferences](http://www.hcltss-lms.com/user/forum.php?id=11087&course=4287)

[Editor preferences](http://www.hcltss-lms.com/user/editor.php?id=11087&course=4287)

Positions

[Primary position](http://www.hcltss-lms.com/user/positions.php?user=11087&type=primary)

[Secondary position](http://www.hcltss-lms.com/user/positions.php?user=11087&type=secondary)

[Aspirational position](http://www.hcltss-lms.com/user/positions.php?user=11087&type=aspirational)

Repositories

[Manage instances](http://www.hcltss-lms.com/repository/manage_instances.php?contextid=242830)

[Messaging](http://www.hcltss-lms.com/message/edit.php?id=11087)

Blogs

[Blog preferences](http://www.hcltss-lms.com/blog/preferences.php)

[External blogs](http://www.hcltss-lms.com/blog/external_blogs.php)

[Register an external blog](http://www.hcltss-lms.com/blog/external_blog_edit.php)

Badges

[Manage badges](http://www.hcltss-lms.com/badges/mybadges.php)

[Badge preferences](http://www.hcltss-lms.com/badges/preferences.php)

[Backpack settings](http://www.hcltss-lms.com/badges/mybackpack.php)

Activity reports

[Course completion](http://www.hcltss-lms.com/report/completion/user.php?id=11087&course=4287)

[Today's logs](http://www.hcltss-lms.com/report/log/user.php?id=11087&course=4287&mode=today)

[All logs](http://www.hcltss-lms.com/report/log/user.php?id=11087&course=4287&mode=all)

[Outline report](http://www.hcltss-lms.com/report/outline/user.php?id=11087&course=4287&mode=outline)

[Complete report](http://www.hcltss-lms.com/report/outline/user.php?id=11087&course=4287&mode=complete)

[Browser sessions](http://www.hcltss-lms.com/report/usersessions/user.php)

[Skip Word of the Day](http://www.hcltss-lms.com/mod/assign/view.php?id=236753#sb-2)



Word of the Day

WORD OF THE DAY:

Nadir: The worst or lowest point of something.

Example:

Example 1: Because of rumors the employees morale has reached a nadir.

Example 2: Teams nadir was reached when they came last in the tournament.

Thought of the day

"Practice makes the man perfect"

[Skip Grab a Word](http://www.hcltss-lms.com/mod/assign/view.php?id=236753#sb-3)



Grab a Word

[Dictionary.com](http://www.dictionary.com)

[TalkEnglish.com](http://www.talkenglish.com)

Englishstudy.com

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