



# NOTE MAKING AND SUMMARISING

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# WHAT IS NOTE MAKING ?



# WHAT IS NOTE MAKING?

- Note making is a means to capture the key ideas of a given passage in an easily readable, logically structured format.
- Note-Making is essentially a skill of putting a great deal of information in a few words in an intelligible form and including all its essential points

□ Note Making is a way of recording important details from a source. This source can be any book, article, meeting, or any oral discussion. In note making, the writer records the essence of the information. It helps us to understand and clarify thinking.

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



# Why is Note Making?

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 teachers lesson or lecture which is outcome of their learned valuable labour.



□ Making notes gives you an opportunity to highlight key points and details that might otherwise slip your mind, and you never know when these fragments of knowledge will come in handy!

□ Making notes not only helps you retain more information, but it's also the key to boosting your Knowledge and scores.



# BENEFITS OF MAKING NOTES

Note making provides several benefits beyond the record of what was presented in a lecture or class activity. Effective note making:

□ **Keeps you alert.** Note making keeps your body active and involved and helps you avoid feelings of drowsiness or distraction.

□ **Engages your mind.** Reading carefully and deciding what to include in notes keeps your mind actively involved with what you read.



**□Emphasizes and organizes information.** As you make notes, you'll decide on and highlight the key ideas you read, identifying the important and useful information. You'll also be able to indicate the supporting points of what you have read, making reading and understanding easier after class. Such organized notes also make it easier for you to link classroom learning to textbook readings.

**□Creates a condensed record for study.** A set of concise, well-organized notes from each reading session gives you what you need for study, learn and review after class.

# Points to Remember while making notes

- Avoid using long sentences as **heading or title**
- Never lose the main idea of the passage
- Ignore information which is less important
- Be brief, clear, and specific
- Use logical sequencing

- Use proper indention
- Leave no spaces to avoid confusion
- Do not include your own version or understandings
- Use abbreviations
- Make your note more memorable by adding colors, drawings, and symbols

# NOTE MAKING FORMAT

TITLE/ HEADING



## 1. MAIN POINT

1.1 SUB POINT

1.2 SUB POINT

1.2.1 SUB ,SUB POINT



## 2. MAIN POINT

2.1 SUB POINT

2.2 SUB POINT

2.2.1 SUB ,SUB POINT



## 3. MAIN POINT

3.1 SUB POINT

3.1.1 SUB ,SUB POINT

3.1.2 SUB ,SUB POINT

3.2 SUB POINT



**ABBREVIATIONS :-** not more than 4 to 5

abbreviations	WORD
1	
2	
3	
4	
5	

**SUMMARY:-** 80 to 100 words

## **Mechanism of Note Making :-**

- Before making notes, read the passage at least thrice. This helps in identifying the **main points** and their sub- points. Then arrange them in an organized form.
- 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.



## **MAIN-POINTS**

- To find 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. That will be your **main point**.



## FINDING THE SUB- POINTS

□ The next step is to find details of each **main point**. Each detail will make **sub- points** under its **main points**.

## SUB-SUB POINTS

□ there can be further details of sub- points, leading to **sub-sub points**

# PERMITTED NUMBERING PATTERN/SYSTEM

## 1. MAIN POINT

### 1.1 SUB POINT

### 1.2 SUB POINT

#### 1.2.1 SUB ,SUB POINT

#### 1.2.2 SUB , SUB POINT

THIS NUMBERING IS THE MOST COMFORTABLE &  
THE EASIEST ONE

## A. MAIN POINT

### A .a SUB POINT

### A. b SUB POINT

#### A. a. a SUB ,SUB POINT

#### A. a. b SUB ,SUB POINT

## I. MAIN POINT

### I.I SUB POINT

### I.II SUB POINT

#### I.II.1 SUB ,SUB POINT

#### I.II.II SUB ,SUB POINT



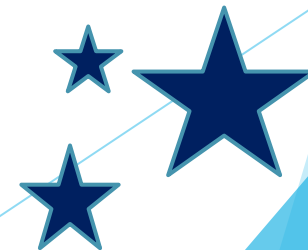
# *Abbreviations and symbols*

They are used for precision and economy of words and hence quite helpful in note-making.

At least four recognizable abbreviations are to be used in note-making in the board examination.

Common abbreviations can also be used.

Draw a box to write key to abbreviations.



## A. SYMBOLS

### (a) Universal symbols

&	for 'and'	%	for <i>per cent</i>
∴	for <i>therefore</i>	100	for <i>hundred</i>
∵	for <i>because</i>	e.g.	for <i>for example</i>
i.e.	for <i>that is</i>	viz.	for <i>namely</i>

### (b) Mathematical symbols

>	for <i>greater than</i>	<	for <i>less than</i>
=	for <i>equal to</i>	/	for <i>or</i>
@	for <i>at the rate of</i>	®	for <i>before</i>

## B. ABBREVIATIONS

Abbreviations can be divided into three groups:

- (a) *Acronyms* (capital initial letters)
- (b) *Contractions* (taking first few letters of the word)
- (c) *Short forms* (taking first few and last few letters)

### STUDY THE FOLLOWING EXAMPLES

#### (a) **Acronyms.** Capital initial letters

e.g.	CBSE	for	Central Board of Secondary Education
	CO	for	Commanding Officer
	CM	for	Chief Minister
	GPO	for	General Post Office
	NCERT	for	National Council of Educational Research and Training
	PM	for	Prime Minister
	SHO	for	Station House Officer
	SP	for	Superintendent of Police
	UK	for	United Kingdom
	USA	for	United States of America
	UNO	for	United Nations Organisation
	UNESCO	for	United Nations Educational, Scientific and Cultural Organisation
	WHO	for	World Health Organisation



**(b) Contractions.** Taking first few letters of the word

<i>e.g.</i> Capt.	for	Captain	Rev.	for	Reverend
Co.	for	Company	Sc.	for	Science
Col.	for	Colonel	Sept.	for	September
dis.	for	discount	Sig.	for	Signature
esp.	for	especially	Soc.	for	Society
fig.	for	figure	Tech.	for	Technical
Hon.	for	Honorary	Tel.	for	Telegram
in.	for	inch	Tele.	for	Telephone
Lab.	for	Laboratory	Univ.	for	University
Lib.	for	Library			



(c) **Short forms.** Taking first and last letters

<i>e.g.</i> bk	for	book	Pt	for	Point
Dr	for	Doctor	retd	for	Retired
dft	for	draft	relgn	for	Religion
Dept	for	Department	rec'd	for	received
estd	for	established	shd	for	should
ft	for	foot/feet	Std	for	Standard
Govt	for	Government	Stn	for	Station
Ltd	for	Limited	Secy	for	Secretary
Mr	for	Mister	Wt	for	Weight
Ms	for	Miss/Mrs	Yr	for	Year
Org'zn	for	Organization	Yd	for	yard

(d) **Some other contractions**

<i>e.g.</i> A/c	for	account	edn	for	education
bldg	for	building	kg	for	kilogram
bks	for	books	m	for	metre
can't	for	cannot	N/A	for	not applicable
civil'zn	for	civilization	rdng	for	reading
cm	for	centimetre	shan't	for	shall not
C/o	for	care of	won't	for	will not
MS	for	manuscript	M/S	for	messers

**USE OF FULL STOP IN AN ABBREVIATION**

(a) Often a full stop is put after an abbreviation which does not end with the last letter of the word; such as

Col.	for	colonel	Co.	for	company
Div.	for	division	info.	for	information

(b) The abbreviations that end with the last letter of the word do not require any full stop at the end, such as

Govt	for	government	Mr	for	Mister
Ms	for	Miss	Pt	for	Pandit
Dr	for	Doctor	Wrt'g	for	writing
10th	for	Tenth	Wt	for	weight



# TIPS FOR WRITING SUMMARY

- > Complete sentences are used for writing summary
- > Cover all the important points in the notes meaningfully to prepare the abstract/summary in about 80 words.
- > The central theme of the original passage is explained without retaining the exact words used in the passage.
- > An appropriate title for the summary may be provided, as given in the question





## READ THE FOLLOWING PASSAGE

1. Ask anyone who has organized a traditional Indian wedding. that the most painstaking task of all is, and the chances of the answer would be the entire process of sending out invitations. First, one has to make a thousand calls to collect the addresses, write each of them on the card and then courier or post them. In addition to this, there is that special need to be delivered personally. No matter how much time is wasted braving long hours in traffic jam.

2. It is little wonder that invites or e-vites as they are popularly called, are catching on with the young and techie these days. They save paper, time and money, can be personalized too to suit the couple. It is also environment friendly. The people can also be non-traditional in the sense that they can send light, amusing messages in the e-vites. Retaining the main purpose, but this liberty can be taken with just a handful people who would understand.



3. Paper invites, especially the designer ones, are expensive and can even cost rupees ten thousand per card. For a Delhi industrialist's wedding in Dubai, I-pad air tabs were sent out as special invitees and each reportedly cost rupees thirty thousand, excess, however doesn't always impress, no matter, how expensive or exotic the invitation, it eventually lands up in the trash.

4. e-invites have their pros. They are not only easy to create and cheap to make but also make the process of inviting the guests faster. There are no reports of cards getting lost on the way. However, a few cons cannot be overlooked. They make a wedding feel less normal, can land up in scam and guests may still keep waiting for a physical invite and not send online RSVPs. Some couples choose a middle path –send a save – the –date via email followed by a physical invite.



5. There are many websites and apps that allow people to create their e-vites. Paperless post, offers around 390 free designs. It also lets you use the same design for digital as well as physical invites. Users can play around with fonts and colours of the text as well as the texture and shade of the envelope. And of course, the content is personalized. On desievite.com one can make e-invites in ten Indian languages apart from English. This site which is located in US, has e-invites for a number of Indian festivals and religious events.

## TASK

- (a) On the basis of your reading of the above passage, make notes on it using headings and subheadings. Use recognizable abbreviations (minimum four) and a format you consider suitable. Supply a suitable title to it. (4m)
- (b) Make a summary of the above passage in about 80 words. (4m)



# NOTE MAKING

1. Ask anyone who has organized a traditional Indian wedding. that the most painstaking task of all is, and the chances of the answer would be the entire process of sending out invitations. First, one has to make a thousand calls to collect the addresses, write each of them on the card and then courier or post them. In addition to this, there is that special need to be delivered personally. No matter how much time is wasted braving long hours in traffic jam.

1. weddings: most painstaking task

1.1. sending invite

1.2. collect and write addresses

1.3. post or courier

1.4. deliver personally



2. It is little wonder that invites or e-vites as they are popularly called, are catching on with the young and techie these days. They save paper, time and money, can be personalized too to suit the couple. It is also environment friendly. The people can also be non-traditional in the sense that they can send light, amusing messages in the e-vites. Retaining the main purpose, but this liberty can be taken with just a handful people who would understand.

2. why youngsters feel?

2.1 e-invites - save

2.1.1. time

2.1.2. money

2.1.3. paper

2.2 e-invites are personalised



# NOTE MAKING

(a). title: e-invites / techie wedding cards

1. weddings: most painstaking task

1.1. sending invite

1.2. collect and write addresses

1.3. post or courier

1.4. deliver personally

2. why youngsters feel?

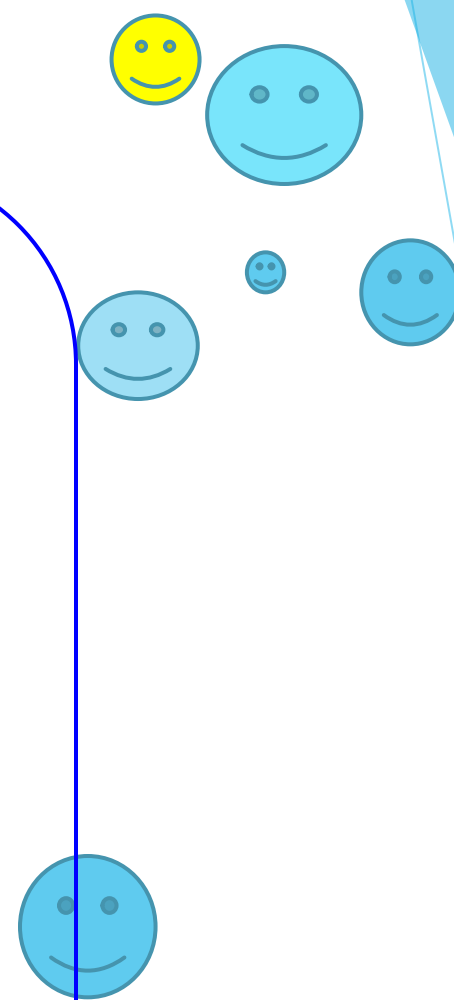
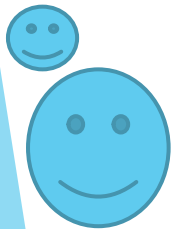
2.1 e-invites - save

2.1.1. time

2.1.2. money

2.1.3. paper

2.2 e-invites are personalised



- 3. pros
  - 3.1 eco-friendly
  - 3.2 easy to create
  - 3.3 cheap to make
  - 3.4 RSVP in a jiffy
- 4. cons
  - 4.1. wedding feels less form
  - 4.2 can land up in scam
  - 4.3 guests wait for phy invite
  - 4.4 on-line RSVPs ignored
- 5. cons
  - 5.1 avail websites and apps
  - 5.2 offer free desi
  - 5.3 e-vites in different languages

## Key to abbreviations

- Invit - invitation
- Form - formal
- Phy- physical
- Avail - available





# Summary

## E-INVITES/TECHIE WEDDING CARDS

In a traditional Indian wedding, the most tedious task is sending out the invitations. As in everything else, here too, technology is catching with the young and techies. E-vites costs less, consume less and can be personalized too. But these have their pros and cons. Making people choose a middle path sometimes. There are websites and apps now available in the market which gives freedom to create different e-invites in ten Indian languages.



# Board exam answer sheet

22

ANS-3)

8

NOTE MAKING

TITLE - WASTE MANAGEMENT

NOTES

1. challenges faced
  - a) non-effective missions
  - b) less atten.<sup>n</sup> given
  - c) results in diseases
    - i) dengue
    - ii) Chikungunya
2. Problems encountered
  - a) sidetracked into 'waste for energy'
  - b) not producing gases, ex. methane
  - c) Impure techniques.
3. concept of city impact.



a) alt. <sup>3</sup> to farmyard manure

b) advantages:

- i) cleans up the soil.
- ii) better soil chem. <sup>2</sup> fertilisers.
- iii) water-holding capacity
- iv) weed-free
- v) can be used by farmers.

4. cleanliness of surroundings.

- a) betterment of health conditions
- b) disposing plastic
  - i) making roads
  - ii) filling up canal <sup>2</sup> ed.

ABBREVIATIONS

- 1) atten. : attention
- 2) ex. : example
- 3) alt. : alternative

3

1+3+1



- 4) smmll. : smmllment
- 5) chm. : chmical
- 6) lcl. : lclols

### SUMMARY

Keeping cities clean is very much important for good health. Waste management is one such way through which cleanliness can be obtained. It faces many challenges like getting less attention from governments, non-effective unplanned missions which results in diseases like dengue & chikungunya. The concept of city compost has many advantages which include its water-holding capacity, being weed-free etc. It can be used by farmers thus reducing the wastes in cities. Cleanliness of surroundings is very much important for the betterment of health of the society. Disposing non-recyclable plastics into roads can help in managing wastes in one way as well as so freeing up scarce lands.

2/1



## Marking scheme

**Reading Section: 8 Marks**

**Q1. Note Making and Summarization based on a passage of approximately 200-250 words.**

**I. Note Making: 4/5 Marks**

- **Title: 1**
- **content: 2/3**
- **abbreviations: 1**

**II. Summary (up to 80 TO 100 words): 3 Marks  
(marks for summary may vary: 3/4)**





Thank  
you

