

5. NOTE MAKING



MEANING	<p>Note making is the practice of recording information from another source. The source could be a book, an event, a meeting or a general oral discussion.</p>
ADVANTAGES OF NOTE MAKING	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid blue; border-radius: 50%; padding: 10px; width: 30%; text-align: center;"> <p>Making notes that are effective is about making sense of the material in a manner that is personal and individualized, thus ensuring a better understanding.</p> </div> <div style="border: 1px solid blue; border-radius: 50%; padding: 10px; width: 30%; text-align: center;"> <p>note making helps learners master the art of learning volumes of text quicker and aids in saving time while revising, particularly before exams.</p> </div> </div>
STRATEGIES	<p>STRATEGIES FOR EFFECTIVE NOTE MAKING</p> <ul style="list-style-type: none"> • Read the text at least twice. The first time to get an overview or to identify the main idea and the second time to draw important points.

FOR EFFECTIVE NOTE MAKING

- Frame a heading/title based on the main idea. It should be short. Avoid using long sentences as a title.
- Look at how the main idea has been presented and developed. Normally there are three or four subordinate/associated ideas. You can frame subheadings based on these.
- Ignore information or points which are less important. Be as brief and specific as possible. Leave out examples and other unnecessary details.
- Systematically dividing and sub-dividing the important information, write the points in logical sequence.
- Though you write in phrases or points only, the information should be complete.
- Indent, i.e., suitably space and number the sub-headings and sub-sub points
- Leave no space for ambiguity
- Avoid adding your own interpretation.
- Ensure that you DO NOT change the author's intended meaning.
- Abbreviate often-repeated terms or lengthy words. Any abbreviation used should not hamper comprehension.

STYLES OF NOTE MAKING

• In this form of note making, notes are written down the page, one line after the other in a structured manner. Such notes include headings for main ideas and concepts, sub-headings for main points within those ideas

**Linear Note
Making**



• Non-linear notes have some distinctive patterns. They present and connect ideas in diagrammatical, non-linear forms. Non-linear styles of note making include mind maps, tables, flowcharts, and tree diagrams.

**Non-Linear Note -
Making**





Question1

What is Note making? Explain.

Answer:

Note making is the practice of recording information from another source. The source could be a book, an event, a meeting or a general oral discussion. Note making is useful as going through bulky documents (both hard copy and soft copy), listening to long lectures and attending day-long conferences trying to remember what was preached, can be very tedious.

Moreover, it has become imperative that the skill of note making be developed in a world where there is an explosion of information. There is a scarcity of time and the information available is vast, therefore, making brief notes with filtered and relevant information offers convenience. It allows one to skim and scan through available sources and make note of the desired knowledge in a form that is not only easy to write, easy to read but also less theoretical.

Question2

Distinguish Between Note Making and Note Taking?

Answer:

Often the two terms, note taking and note making, are used synonymously. But we must distinguish between the two as there are subtle differences between them.

Note taking is a passive process that involves taking down what is heard or read without actually processing the information. Information is often copied from the original source and rewritten in a similar layout. In note taking, notes being taken are often unselective, trying to cover as much of the information as possible without highlighting the main points or issues.

Whereas, note making is a more active and focused activity. It assists your understanding of new material if the notes are organized in your own way and in your own words. Here the attempt is to produce notes that are organized in a way that makes more sense or leads to more connections between them. Note making makes it easier to distinguish between important issues and detail. Note taking should be regarded as the first-stage of the process and should lead to note making.

Question3

List out the Difference and similarities between Linear and Nonlinear Note Making.

Answer:

Linear Note Making	Non- Linear Note Making
1. Connections between ideas are clear Not very visually appealing 2. Very difficult to add information later 3. Structured 4. Made using a format	1. Connections between ideas are quite clear Very visually appealing 2. Normally easy to add information later. 3. Not very structured 4. No fixed format

Question4

What are Strategies for Effective Note Making?

Answer:

Strategies for Effective Note Making

- Read the text - at least twice. The first time to get an overview or to identify the main idea and the second time to draw important points.
- Frame a heading/ title based on the main idea. It should be short. Avoid using long sentences as a title.
- Look at how the main idea been presented and developed. Normally there are three or four subordinate/ associated ideas. You can frame subheadings based on these.
- Ignore information or points which are less important. Be as brief and specific as possible. Leave out examples and other unnecessary details.
- Systematically dividing and sub-dividing the important information, write the points in logical sequence.
- Though you write in phrases or points only. the information should be complete.
- Indent; i.e., suitably space and number the sub-headings and sub-points
- Leave no space for ambiguity

Question not asked yet but Equally Important for Exams. For Practice do Exercise from Study Material.

Question5

What are Advantages of Note Making?

Answer:

One of the chief advantages is that the learner can make notes in a pattern that he / she is comfortable and familiar with. Moreover, notes are useful records of important points for future use. They aid in writing in a more organised and planned manner .as you can see what information you have. Note making also helps in organization as you can rearrange and remember notes in a different order. Making notes that are effective is about making sense of the material in? manner that is personal and individualized, thus ensuring a better understanding. Furthermore, note making helps learners master the art of learning volumes of text quicker and aids in saving time while revising, particularly before exams.

Question6**What are some note taking methods?****Answer:****The Best Note-Taking Methods**

1. Note-taking method #1: The Outline method. The Outline method is one of the best and most popular note-taking methods for college students. ...
2. Note-taking method #2: The Cornell Method. ...
3. Note-taking method #3: The Boxing Method. ...
4. Note-taking method #4: The Charting Method. ...
5. Note-taking method #5: The Mapping Method.

Question7**What are the five methods of note taking?****Answer:**

Let's dive in.

1. Note-taking method #1: The Outline method. The Outline method is one of the best and most popular note-taking methods for college students. ...
2. Note-taking method #2: The Cornell Method. ...
3. Note-taking method #3: The Boxing Method. ...
4. Note-taking method #4: The Charting Method. ...
5. Note-taking method #5: The Mapping Method.

Question8**How many types of note making are there?****Answer:**

The first three types of notes were all linear types of notes. They are helpful because lectures are almost always taught linearly.

Question9**What is an outline format for notes?****Answer:**

Outlining is one of the most common and natural note-taking methods used in traditional lecture sessions convey your notes in the outline. The way you create your outline is your decision. Indenting your information under the main idea can help with understanding your written information better.

Question10**How do you take good notes in a meeting?****Answer:****4 Tips to Take Notes Effectively**

1. Use pen and paper. Using pen and paper is less intrusive and easier to use.
...
2. Learn shorthand. It's not just for court clerks or secretaries. ...
3. Just highlight the key points. Plot the outline of your notes even before the meeting starts.
4. Prepare a written report immediately after the meeting.

Question11**What are the five R's of note taking?****Answer:**

The Five Rs of Note -Taking. Here is an easy way to remember the most important points of note-taking: Record: During the lecture, write all meaningful information legibly. Reduce: After the lecture, write a summary of the ideas and facts using key words as cue words.

Question12**What are the steps in the Cornell note taking system?****Answer:**

- Step 1: RECORD LECTURE NOTES. The Note Taking Area is for writing your class notes.
- Step 2: REVIEW YOUR NOTES and CREATE YOUR SELF-TEST COLUMN. In the review/self-test column:
- Step 3: SUMMARIZE YOUR NOTES. Prepare a summary of the lecture in your own words. ...
- Step 4: TEST YOURSELF.

Question13**How do you write an effective note on an exam?**For more Info Visit [www. KITest.in](http://www.KITest.in)

Answer:**Important Tips:**

1. Don't take your notes lightly. Handle your notes with carefully!
2. Prefer Notebooks if you are creating paper notes. Don't use loose papers.
3. Keeps your hand-writing good while creating the practice notes.
4. Draw a content box on the first page of the notebook so that you can easily access the desired topic.

Question14**What are the advantages of Cornell notes?****Answer:**

The Cornell method of note taking offers several advantages. It results in more organized notes. It allows students to quickly and identify key words and key concepts from a lecture. The notes can easily be used as a study guide for exam preparation.

Question15**Give a format of note-making.****Answer:**

FORMAT OF NOTE MAKING

IS TECHNOLOGY CHANGING LIVES?
 VARIOUS USES OF TECH.
 1.1 SRC. OF INFORMATION
 1.2 SRC. OF ENTERTAINMENT
 1.3 MEANS OF COMMUNICATION
 13.1 INSANT MESSAGES
 13.2 E-MAIL
 13.2 VIDEO CALLS ADV. OF TECH
 2.1 EFFICENCY & PRODUCTIVITY
 2.1 ENCOURAGES INNOVATION & CREATIVITY
 2.3 CHANGED THE HEALTH INDUSTRY DIS ADV. OF TECH
 3.1 JOB LOSS
 3.2 SOCIAL ISOLATION
 3.3. DEPENDENCY

ABBREVIATION AND SYMBOLS USE

‘TECH’- TECHNOLOGY ‘&’ AND ,
 ‘SCR’ SOURCE ‘ADV ’ ADVANTAGE
 ‘E-MAIL’ ELECTRONIC MAIL ‘DIS ADV’ DIS

ADVANTAGE

Question16

What is the outline method for taking notes?

Answer:

The outlining method is perhaps the most common form of note taking used by college students; an outline naturally organizes the information in a highly structured, logical manner, forming a skeleton of the textbook chapter or lecture subject that serves as an excellent study guide when preparing for tests.

Question17

What is sentence method?

Answer:

A method of teaching reading by giving first attention to phrases and sentences and later analysing these into their verbal and alphabetic components; - contrasted with alphabet method and word method.

Question18

What is a charting method?

Answer:

The charting method of taking notes is good when you need to place related information into different categories, arrange information in a certain order or when you want to compare the relationships between different ideas.

Question19

What is the sentence method of note taking?

Answer:

The sentence method is a note taking strategy in which a note taker places each of the sentences that he or she writes on a separate line and numbers each line, so it is easier to see where one thought ends and another begins.

Question20

What are focus notes?

Answer:

Cornell Notes are a proven focused note-taking method. ... Cornell Notes are taken during class lectures, class power points, class readings, or movies in which students are responsible for the information.

Question21**What are the steps in the Cornell note taking system?****Answer:**

- Step 1: RECORD LECTURE NOTES. The Note Taking Area is for writing your class notes.
- Step 2: REVIEW YOUR NOTES and CREATE YOUR SELF-TEST COLUMN. In the review/self-test column:
- Step 3: SUMMARIZE YOUR NOTES. Prepare a summary of the lecture in your own words. ...
- Step 4: TEST YOURSELF.

Question22**What is an outline format for notes?****Answer:**

Outlining is one of the most common and natural note-taking methods used in traditional lecture sessions. convey your notes in the outline. The way you create your outline is your decision. Indenting your information under the main idea can help with understanding your written information better.

Question23**Why do you need to take notes?****Answer:**

Taking notes is an important part of the life of every student. There are two main reasons why note-taking is important: When you are reading or listening, taking notes helps you concentrate. In order to take notes - to write something sensible - you must understand the text.

Question24**What are the benefits of taking notes?****Answer:****7 Key Benefits of Effective Note-taking**

- Improves focus and attention to detail. ...
- Promotes active learning. ...
- Boosts comprehension and retention. ...
- Teaches prioritizing skills. ...
- Extends attention span. ...
- Improves organization skills. ...
- Increases creativity.

Question25

Why is it important to develop study skills?**Answer:**

Why Are Study Skills Important? Study smarter, not harder! By actively developing good study skills and learning strategies, you will keep your motivation high and achieve your goals more easily and more efficiently. Good study skills can improve your ability to learn and retain knowledge.

Question26**What is mapping note taking method?****Answer:**

The Mapping Method. Mapping is a method that uses comprehension/concentration skills and evolves in a note taking form which relates each fact or idea to every other fact or idea. Mapping is a graphic representation of the content of a lecture.

OR

Question27**What is mind mapping?****Answer:**

A mind map is an easy way to brainstorm thought organically without worrying about order and structure. It allows you to visually structure your ideas to help with analysis and recall. It is a kind of a content management system.

PAST EXAMINATION QUESTIONS:

MAY - 2018

Question1**Read the passage:**

Make Notes, using headings, sub headings, and abbreviations whenever necessary

(3 marks)

Write Summary

(2 marks)

Anything printed and bound in a book size can be called a book, but the equality or mind distinguishes the value of it.

What is a book? This is how Anatole France describes it": A series of little printed

signs essentially only that. It is for the reader to supply himself the forms and colors and _sentiments to which these signs correspond. It will depend on him whether the book be dull or brilliant, hot with passion or cold as ice. Or if you prefer to put it otherwise each word in a book is a magic finger that sets a fiber of our brain vibrating like a hard string and so evokes a note from the sounding board of our soul. No matter how skillful, how inspired the artist's hand, the sound it makes depends on the quality of the strings within ourselves".

Until recently books were the preserve of a small section - the urban upper classes. Some, even today, make it a point to call themselves intellectuals. It would be a pity if books were meant only for intellectuals and not for housewives, farmers, factory workers, artisans and, so on.

In India there are first generation learners, whose parents might have been illiterate. This poses special challenges to our authors and to those who are entrusted with the task of disseminating knowledge. We need much more research in the use of language and the development of techniques by which knowledge can be transferred to these people without transmission loss.

Publishers should initiate campaigns to persuade people that a good book makes a beautiful present and that reading a good book can be the most relaxing as well as absorbing of pastimes. We should aim at books of quality no less than at quantitative expansion in production and sale. Unless one is constantly exposed to the best, one cannot develop a taste for the good.

Answer:

1. What is a book:

- 1.1. A series of little printed signs.
- 1.2. It will depend on the reader whether the book be- dull or brilliant.
- 1.3. It makes depends on the quality of the strings.

2. Books for different streams:

- 2.1. Small section- the urban upper
- 2.2. Books are for intellectuals, housewives, formers, so on.

3. Challenges to authors:

- 3.1. First generation learners, whose parents might have been illite.
- 3.2. Need research in the use of language and the development.
- 3.3. Books of quality no less than at quantitative expansion.

Keys:

- i. illite - illiterate.
- ii. Anything bound in a book size can be called a book, but the quality or mind disting the value of it. No matter how skillful, how inspired the artist's hand, the sound it rnakes depends on the quality of the strings. We should aim at books of quality no less than at qualitative expansion in production and sale.

Unless one is constantly exposed to the best, one cannot develop a taste for the good.

NOV - 2018

Question1

Read the passage:

Make Notes, using headings, sub headings, and abbreviations whenever necessary

(3 marks)

Write Summary

(2 marks)

A good business letter is one that gets results. The best way to get results is to develop a letter that in its appearance, style and content, conveys information efficiently. To perform this function, a business letter should be concise, clear and courteous. The business letter must be concise, don't waste words. Little introduction or preliminary chat is necessary. Get to the point, make the point, and leave it. It is safe to assume that your letter is being read by a very busy person with all kinds of papers to deal with.

Re- read and revise your message until the words and sentences you have used are precise. This takes time, but is a necessary part of a good business letter. A short business letter that makes its point quickly has much more impact on a reader than a long-winded, rambling exercise in creative writing. This does not mean that there is no place for style and even, on occasion, humour in the business letter. While it conveys a message in its contents the letter also provides the reader with an impression of you, its author, the medium is part of the message. The business letter must be clear. You should have a very firm idea of what you want to say, and you should let the reader know it. Use the structure of the letter - the paragraphs, topic sentences, introduction and conclusion - to guide the reader point by point from your thesis, through your reasoning, to your conclusion. Paragraph often, to break up the page and to lend an air of organization to the letter. Use an accepted business letter format.

Re-read what you have written from the point of view of someone who is seeing it for the first time, and be sure that all explanations are adequate, all information provided (including reference numbers, dates and other identification). A clear message, clearly delivered, is the essence of business communication. The business letter must be courteous. Sarcasm and insults are ineffective and can often work against you. If you are sure you are right, point that out as politely as possible, explain why you are right, and outline what the reader expected to do about it. Another form of courtesy is taking care in your writing and typing of business letter. Grammatical and spelling errors (even if you call them

typing errors) tell a reader that you don't think enough of him or can lower the reader's opinion' of your personality faster than anything you say, no matter how idiotic. There are excuses for ignorance; there are no excuses for sloppiness. The business letter is your custom-made representative. It speaks for you and is a permanent record of your message. It can pay big dividends on the time you invest in giving it a concise message, a clear structure, and a courteous tone.

Answer:

(i) Good Business Letter:

Characteristics of good business letter:

- i. **Clear:** Language should be simple, and Adequate:
 1. Ref. No.,
 2. Date,
 3. Other information
- ii. **Concise:** Short
- iii. **Courteous:** Polite and respectful
- iv. Short Intro
- v. **Structure:**
 1. Intro.
 2. **Paragraph:** sentences to convey your exact message
 3. **Conclusion:** to guide the reader
- vi. Use accepted business letter format
- vii. Do not use verbose language.
- viii. Avoid grammatical and spelling errors
- ix. Avoid sloppiness
- x. **Re-read:** Change where necessary
- xi. Outline and Highlight

Summary:

A good business letter represents a good businessman. Thus a good business letter must be clear, concise, and courteous and serve its purpose of writing. Language of the letter must be polite and point to point that saves the reader's time. Where simplicity and shortness leads to effectiveness, sloppiness and verbosity leads to disrepute, so avoid it and be careful with your words. Information you convey must be adequate (Ref. No. etc.). Use the appropriate format and mode of communication. Its appearance (paper, color, size of paper) should also be perfect. Always write conclusion at the end. Re-read or revise from the point of view of the reader to check the errors and change if necessary. The business letter is your representative and speaks for you as a permanent record.

MAY – 2019

Question1

Read the passage:

Make Notes, using Headings, Sub headings and abbreviations whenever necessary. (3 Marks)

(i) **Note making & Summary**

Notes:-

1. Economy sectors

- i. Seller attract buyer by IQU.
- ii. Buyers decisions.
- iii. Government's monopoly.

2. Health-care industry

- i. Doctor-patient relationship.
- ii. Physician as the decision maker.
- iii. PC.

3. Four identifiable participants

- i. Physician
- ii. Hospital
- iii. Pt
- iv. Payer

Abbreviations: -

- i. IQU- Inducements of price, Quality and Utility of product.
- ii. PC- Power center.
- iii. Patient – Pt.

NOV - 2019

Question1

Read the Passage:

(i) **Make Notes, using Headings, Subheadings and abbreviations whenever necessary. (3 marks)**

(ii) **Write summary (2 marks)**

People do not always do the things we want them to do. No matter how reasonable or minimal our expectations may be, there are times when we are let

down. Naturally, we feel upset and hurt when our expectations are not met. We dread confrontations because they are unpleasant and can damage relationships. Yet not confronting a person does not solve the problem because unresolved issues also affect relationships in an adverse way. Actually, the real problem lies in our style of confrontation, not in the issue.

Typically, we use character-based confrontations. They help in venting our anger and hurt, but that is the only thing they do. They lead to angry show-downs and bring all discussions to a grinding halt. It is important to remember that self-image is the most important. Possession of all human beings.

It is the way we view and regard ourselves in our own eyes and in the eyes of others. As self-conscious beings, we are actually aware of our image and constantly work towards protecting it from any damage.

We also seek approval from others about our own self-image. We feel distraught if we sense that there is even a slight threat to our self-image, because our character is the essence of our lives. To ensure a rational dialogue over dashed expectations, we need to deploy issued based confrontations. They involve an explanation of which actions have bothered us, in what manner and what changes we would like from the other person.

Answer:

Title: Expectations & Self Image

1. Bhvr of PPI

- 1.1. PPI do not always do things we want them to do.
- 1.2. We feel upset & hurt when our expctns are not met.
- 1.3. PPI drd cnfrntns.
- 1.4. As they dmg rltnshps.

2. What does Cnfrntns means?

- 2.1. Cnfrntns does not solve prblm
- 2.2. There are unrslvd prblms
- 2.3. Prblm is in our style of cnfrntns
- 2.4. Ppl use chrctr based cnfrntns

3. Self-Image

- 3.1. Self cnscls beings are aware of image
- 3.2. Ppl cnstntly work to prtctng it
- 3.3. Ppl seek apprvi from others
- 3.4. Chrctr is essence of our lives

3.5. We deplay issued based cnirntns

Key to Abbreviations Word

Work	Abbreviations
Behavior	Bhvr
People	ppl
Always	alwys
Expectations	expctns
Dread	drd
Confrontations	cnfrnts
Damage	dmg
Relationships	rltshps
Problem	prblm
Unresolved	unrslvd
Constantly	cnstntly
Protecting	Prtctng
Approval	apprvl
Character	chrctr
Conscious	cnscls

(ii) Summary - Behavior of people is such that they feel upset when their expectations are not met. People do not always do things we want them to do. People dread confrontations because they are unpleasant and can damage relationships. Confrontations does not solves problem as there are unresolved issues. The real problem lies in people's life is the style of confrontations, not in the issue, people use character based confrontations, self-conscious beings are aware of self-image. People constantly work to protecting it. People seek approval from others. Character is the essence of our lives.