



NOTE MAKING AND NOTE TAKING



Why note making and note taking

- Serious reading (for exams/tests) needs note making.
- You make notes in margin (sometimes).
- You write your comments, reactions, differences, cross-references etc.
- For library books use note cards.
- Recommended size of note cards is 3"X5"

Note Making and Note Taking



nandkishore sarap

Note Making and Note Taking

- Note making is a process of writing down important points, arguments, facts or ideas from a written material.
- Note making will be helpful in report writing and to relate to a written material for information.
- Efficient note making is important as it would help you to study on your own.
- Notes are supplementary to memory. Several points, ideas, facts etc. get fixed in one's mind while note making. Hence, note making is important for the students in preparation for examinations.

Note Making and Note Taking



Skills required for note making

- Identify key items in the text. It requires ability to read and comprehend the passage.
- Reduce or compress (condense) the items identified without hampering the original meaning. (Use steps for locating and noting down the substance of a given passage as given in précis writing).
- Use meaningful abbreviations wherever necessary. (Take care that these are so devised that there is no difficulty in understanding them when you refer to your notes after some time.)

Contd...

Skills required for note making

- Link the ideas in a proper sequence.
- When you reproduce an author's words, put them within quotation marks. Break in quotation should be indicated by a series of three dots.
- Reference to the sources from which you make notes should be clearly given.

Reference

651.75 Shurter, R. L.

**5562 Written Communication, Third Edition, McMillan,
Mumbai 1971**

Reference

Shurter, p. 10

“A written business communication gives its writer a chance to consider and organize his thoughts”

References

<http://www.lc.unsw.edu.au/onlib/note1.html>

This web page belongs to the University of New South Wales and has two sections of useful note-taking tips for higher education students.

References

Longman P., “History of English literature” Vol. I, 1975,
Pages 122-125.

Guidelines for note making

- Read the text for 2/3 times.
 - 1st time for overall understanding,
 - Subsequent readings for understanding main points and supporting details.
- Underline the main points with different colours for easier reference.
- Ensure the points are condensed and organized.

Hints to condense the information.

- Newspaper headlines are the best examples of condensed information. The most important aspect of the information in the report focused in the headline.
- Use short words for long words e.g. plane for aeroplane.
- Use abbreviations or acronyms instead of whole words. In ambiguous cases include last letter in the abbreviation e.g. bldg. for building, advt. for advertisement.
- Avoid writing complete sentences.
- Use reduced verb forms e.g. write 'written' for 'has been written'

Hints to condense the information.

- Use standard symbols and signs to express the relationship between ideas.
- = equal to, is like, is equivalent to, is synonymous with
- //ly Similarly
- > greater than, leads to, becomes, results in, is formed into, is converted into
- < less than, comes from, emerging out of
- e.g. for example
- & And
- - With

Note methods

Cornell Note-taking Method - Lifehacker.com

Cues

- * Main ideas
- * Questions that connect points
- * Diagrams
- * Prompts to help you study

WHEN:
After class
during review

2.5 inches

Notes

- * Record the lecture here, using
 - * Concise sentences
 - * Shorthand symbols
 - * Abbreviations
 - * Lists
- * Skip lots of space between points

WHEN:
During class

6 inches

Summary

WHEN:
After class during review

- * Top division main ideas
- * For quick reference

2"

Note methods

Grade
January 6, 2009
Science

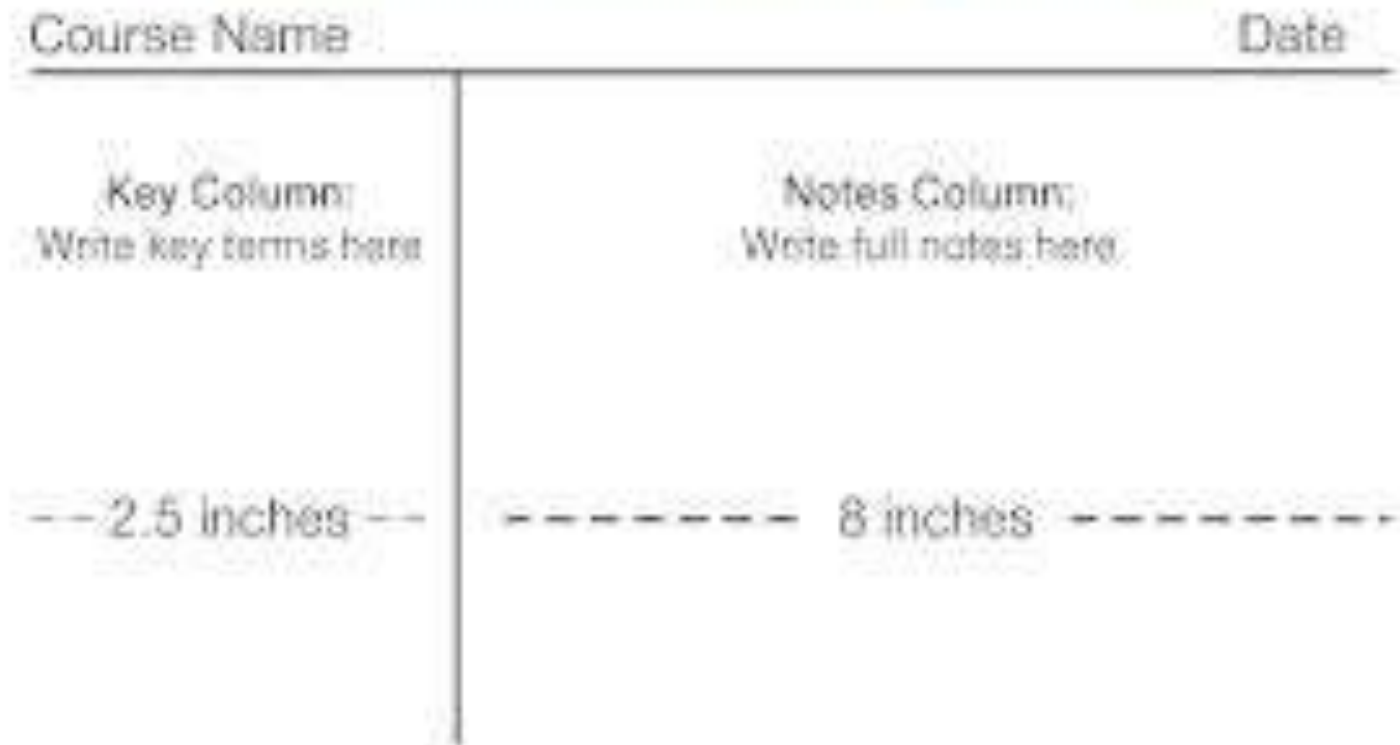
KEY POINTS AND THEMES

NOTES

THIS IS WHERE YOU PUT INFORMATION TO REVIEW AFTER CLASS

Note methods

The Cornell Note-taking System

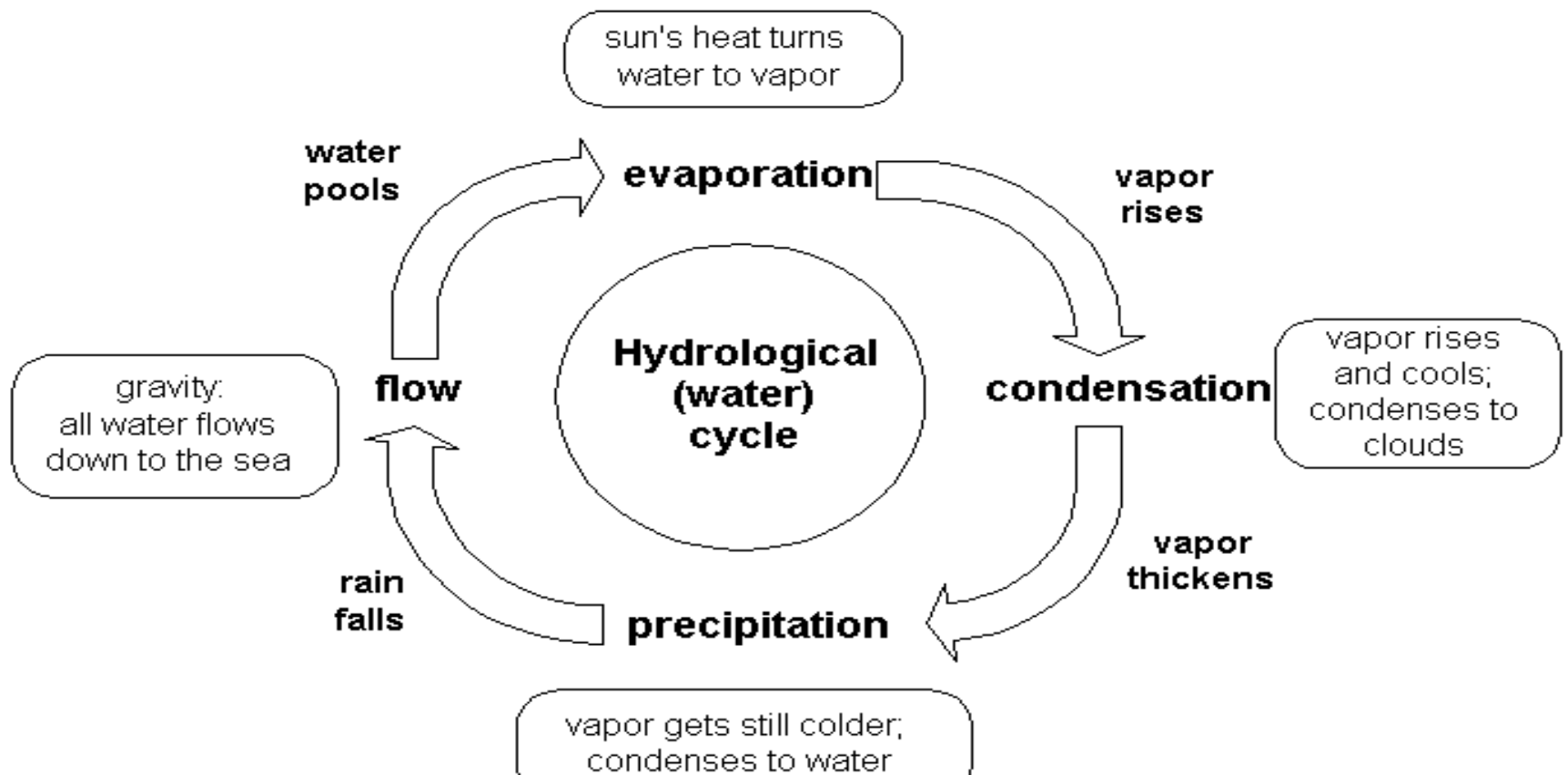


Note methods

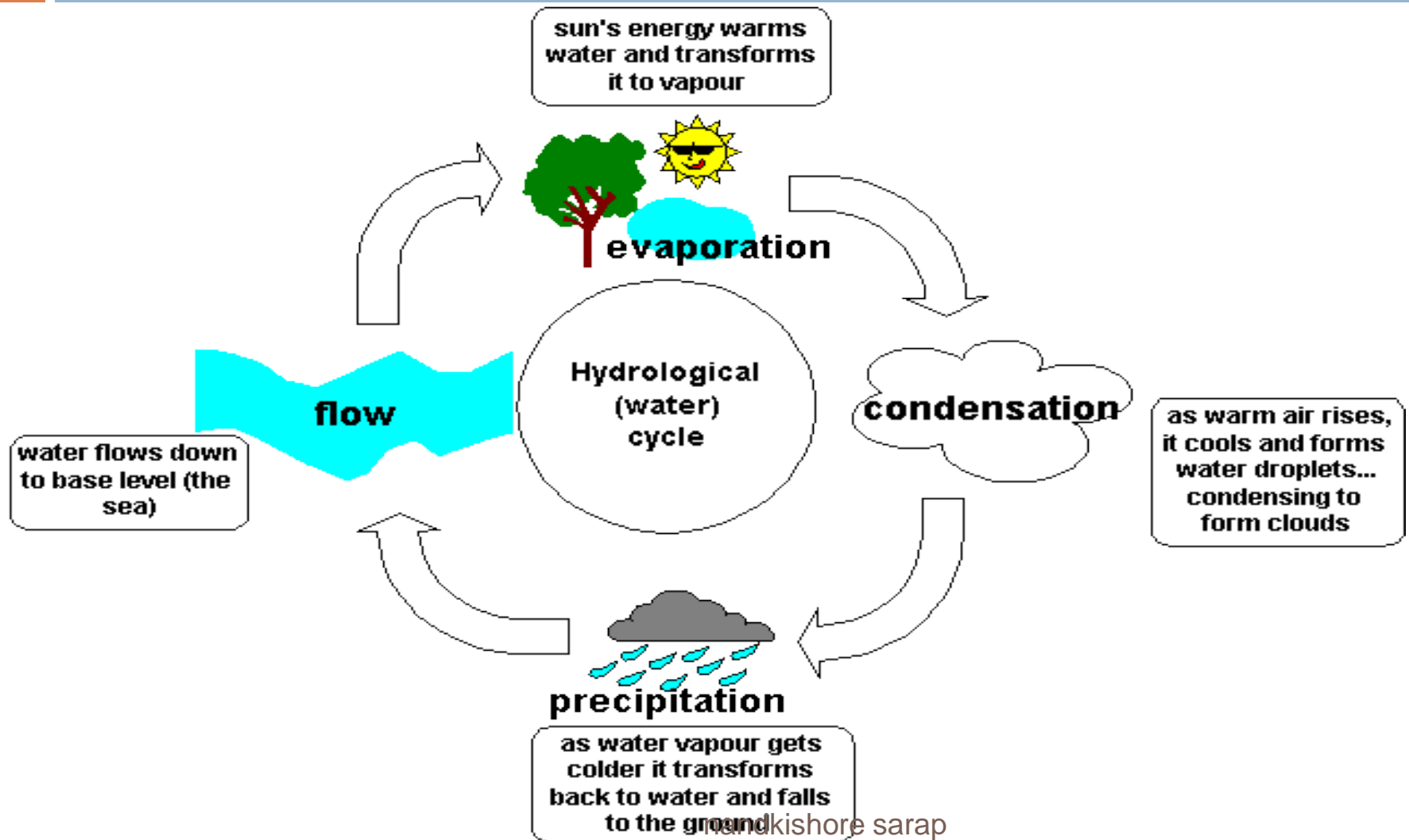
Cornell Two-Column Notes	
Keywords :	Notes :
Solids	<u>Types of Matter</u> I. Solids A. Have a definite shape B. Have a definite volume
Liquids	II. Liquids A. Do not have a definite shape B. Have a definite volume
Gases	III. Gases A. Do not have a definite shape B. Do not have a definite volume
Summary : (insert summary of lecture after class.)	

Note methods

the action of heat and its opposite - loss of energy - on water



Note methods



Note methods

Hydrological (water) cycle

Every Cat Pees Fast

evaporation



plants
=

transpiration

in a densely planted
temperate garden
2/3 of rain immedly
recycled by plants

Why?

to raise water &
nutrients from
roots to leaves

photosynthesis needs
pores to be open +
pores are only open
when distended by water

condensation

air masses @ diff
temps don't mix, they
displace each other

warm front: when
warm air advances
on cold, it rises over it

cold front:
opposite

air cools -
7°C every
1000m

Assignment

- Identify a passage for making notes.
- Listen carefully to a lecture or a speech on a particular subject and take notes.



Thanks

nandkishore sarap