



# **SNS COLLEGE OF TECHNOLOGY**

**Coimbatore-35**

**An Autonomous Institution**

Accredited by NBA – AICTE and Accredited by NAAC – UGC with ‘A+’ Grade

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

## **DEPARTMENT OF ENGLISH**

**19ENB101- COMMUNICATIVE  
ENGLISH**

**I YEAR / I SEMESTER**

**UNIT 2: READING**

**TOPIC : Reading and note making**





# READING AND NOTE MAKING

**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 effective note making would help you to study on your own**

**Several points, ideas, facts, etc. get fixed in one's mind while note making. Hence it is important for students in preparation for examination**



# Format for note making

## TOPIC



### **1. Tittle**

#### **1.1. Sub title**

##### **1.1.1. Sub Sub title**

##### **1.1.2. Sub Sub title**

#### **1.2. Sub title**

##### **1.2.1. Sub Sub title**

##### **1.2.2. Sub Sub title**



## CAN USE



**1. Short words -  
Using of key words  
and chat words**  
*Eg- clg, schl,  
cls, gud, spcl,  
plz...*

**2. Omitting  
vowels(a,e,i,o, u)**  
*College- clg  
School- schl*

**3. Using  
symbols**  
**(>) greater  
than**



## 4. Skip suffix

*Production- productn*

*Definition- definitn*

## 5. Using first and last letter

*Mount- Mt*

*Mister- Mr*



## 6. Using the beginnings of words

*Information- info.*

*Maximum- max.*



## REFERENCE

**<https://youtu.be/nFiwC0cHkto>**