



SNS COLLEGE OF TECHNOLOGY

(An Autonomous Institution)

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COURSE NAME : 23ENB101 COMMUNICATIVE ENGLISH

I YEAR /I SEMESTER

Unit IV

Reading and Note Making

READING&NOTEMAKING/23ENB101-
COMMUNICATIVE
ENGLISH/Dr.S.PARVATHI/ENGLISH/SNSCT



THE NECESSITY OF NOTE MAKING



- A lot of information at our disposal for ready reference.
- Helps us reconstruct what was said or written and thus accelerates the process of remembering/recall. .
- Comes in handy in delivering a speech, participation in a debate/discussion, writing an essay and revising lessons before an examination.



CHARACTERISTICS OF GOOD NOTES



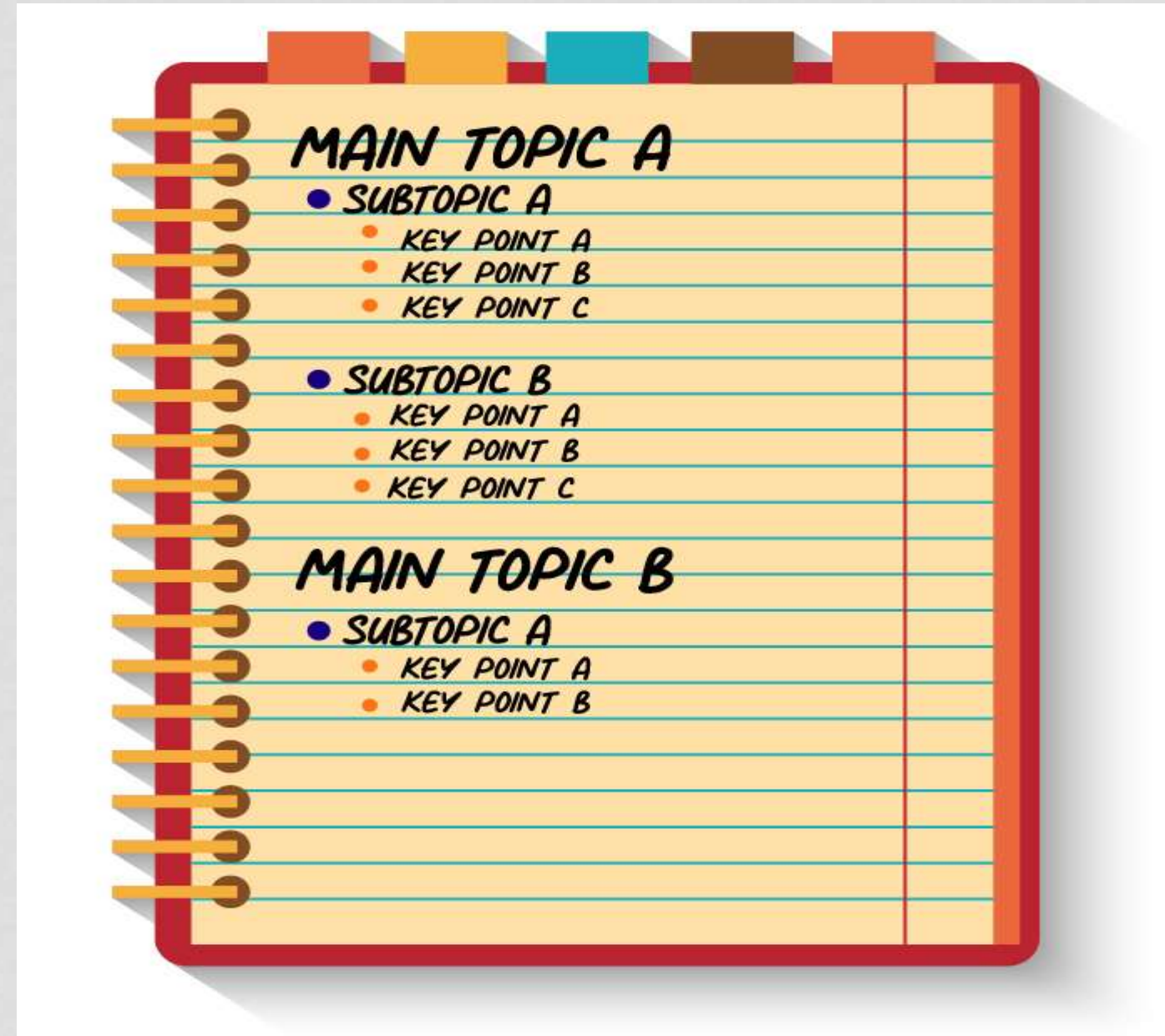
- Short and Compact
- Complete Information
- Logical
- Understandable



Types of Note Making



- The Outline method
- The Mapping Method
- The Cornell Method
- The Linear Method





How to write note making-Follow the following steps:

Step 1 : Read the passage carefully.

Try to get the theme and subject of the passage. You may ask yourself: “What is this passage about?” This will provide you the gist.

Step 2 : Read carefully. Identify main ideas and important supporting details.

Step 3 : Make notes of the main ideas under headings and add sub-points under sub-headings.

Step 4 : Use proper layout/format,

Indented, linear form

Sequential form

Tabular form

Flow chart

Pie chart, graphs or diagrams, etc.

Step 5 : Use recognizable abbreviations wherever possible



Format -A typical note making format should look somewhat like this



Heading I. Sub Heading

I a. sub point

I b. sub point

I c. sub point

I c (i). sub – sub point

I c (ii). sub - sub point

II. Sub Heading

II a. sub point

II a (i). sub – sub point

II a (ii). sub - sub point

II a (iii). sub – sub point

II b. sub point

II c. sub point

III. Sub Heading III a. sub point III b. sub point III c. sub point III c (i). sub – sub point

Key: Abbreviations used Symbols used



Example Passage

Read the following passages carefully and make a note by using linear method:

A headache is usually caused due to the spinal misalignment of the head, due to the posture. Sleeping on the stomach with the head turn to one side and bending over positions for a long time make it worse.

In **migraine** headaches, the pains usually on one side of the head may be accompanied by **nausea**, vomiting irritability and bright spots or flashes of light. This headache is made worse by activities especially bending. The throbbing pain in the head worsens by noise and light. Certain triggers for migraines may be chocolate, **caffeine**, smoking or MSG in certain food items. The pain may last eight to twenty four hours and there may be a **hangover** for two or three days. Migraines are often produced by an 'aura'----- changes in sight and sensation. There is usually a family migraine.

If the headache troubles you often, visit the doctor, who will take a full health history relating to diet, life stresses, the type of headache, triggering factors and relief measures. You may be asked to keep a 'headache diary' which tells you to list – the time headache started and when it ended, emotional environmental and food and drinking factors which may contribute to it. The type and severity of pain and the **medications** used which provide much relief are also to be listed.

This helps the doctor in determining the exact cause and type of headache and the remedy thereof.



Notes on the contents of the passage



Title:- Headache and their Treatments

A. Identification:-

- (i) tension headache, or
- (ii) migraine headache

B. Symptoms:-

- (i) Tension headaches
 - (a) feeling tight band around head
 - (b) pain in neck and shoulders
- (ii) Migraine headaches
 - (a) pain on one side of the head
 - (b) vomiting and irritability
 - (c) bright spots or flashes of light

Causes:-

- (i) Tension headaches
 - (a) long stretches of driving
 - (b) long hours of typing or sitting on the desk
- (ii) Migraine headache.
 - (a) Chocolate, coffee, smoking.
 - (b) MSU is certain food items

D. Treatment :-

- (i) Self –care techniques for shorter period.
- (ii) Doctor advice for permanent treatments.



Assessment



Read the following passages and make suitable notes.

Most twins are fraternal, which means they developed from two separate eggs which were fertilized at the same time. Such twins are no more similar in physical characteristics than are any other brothers or sisters. About one third of twins are identical, which means they developed from a single fertilized egg, and usually share a common placenta. Unlike fraternal twins, their genetic makeup is identical, so they have very similar physical characteristics, and are always the same sex.



REFERENCES



1. <https://ca-foundation.in/wp-content/uploads/2018/06/Chapter-5-Note-Making.pdf>

2. <https://www.cbsetuts.com/cbse-class-11-english-passages-note-making-summarizing/>