



SNS COLLEGE OF TECHNOLOGY

Coimbatore-35
An Autonomous Institution



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

DEPARTMENT OF ENGLISH

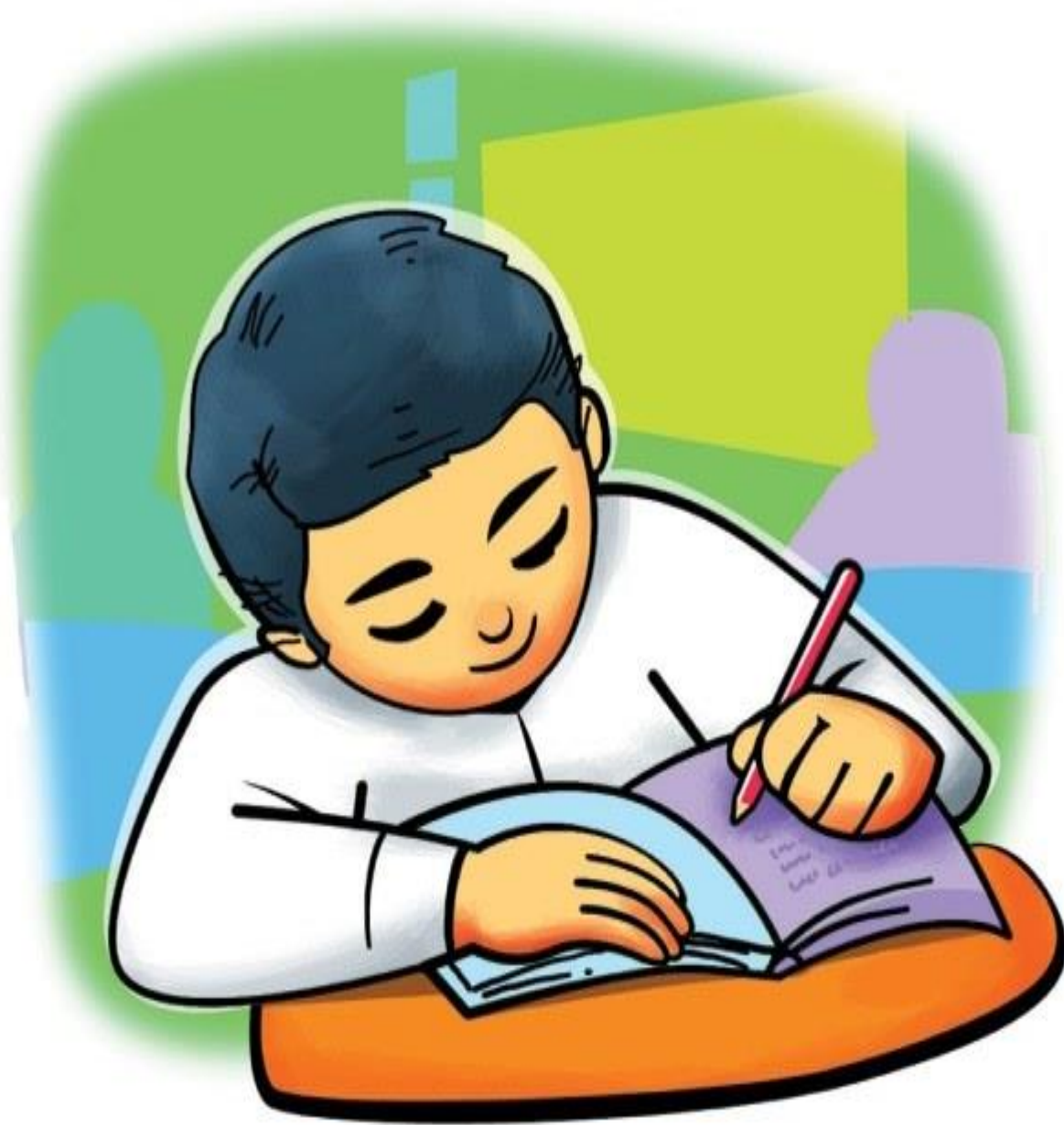
23ENT101- COMMUNICATIVE ENGLISH
I YEAR / I SEMESTER

UNIT 4

TOPIC : NoteMaking



Note Making



It is an important **Reading skill**. It involves the **identification of main ideas** or Governing thought, supported by relevant data and information. Notes are usually prepared to record a speech or dictation while listening to it. It helps us to **refer back** and **reproduce the same** in desired way.



Guess What it is?

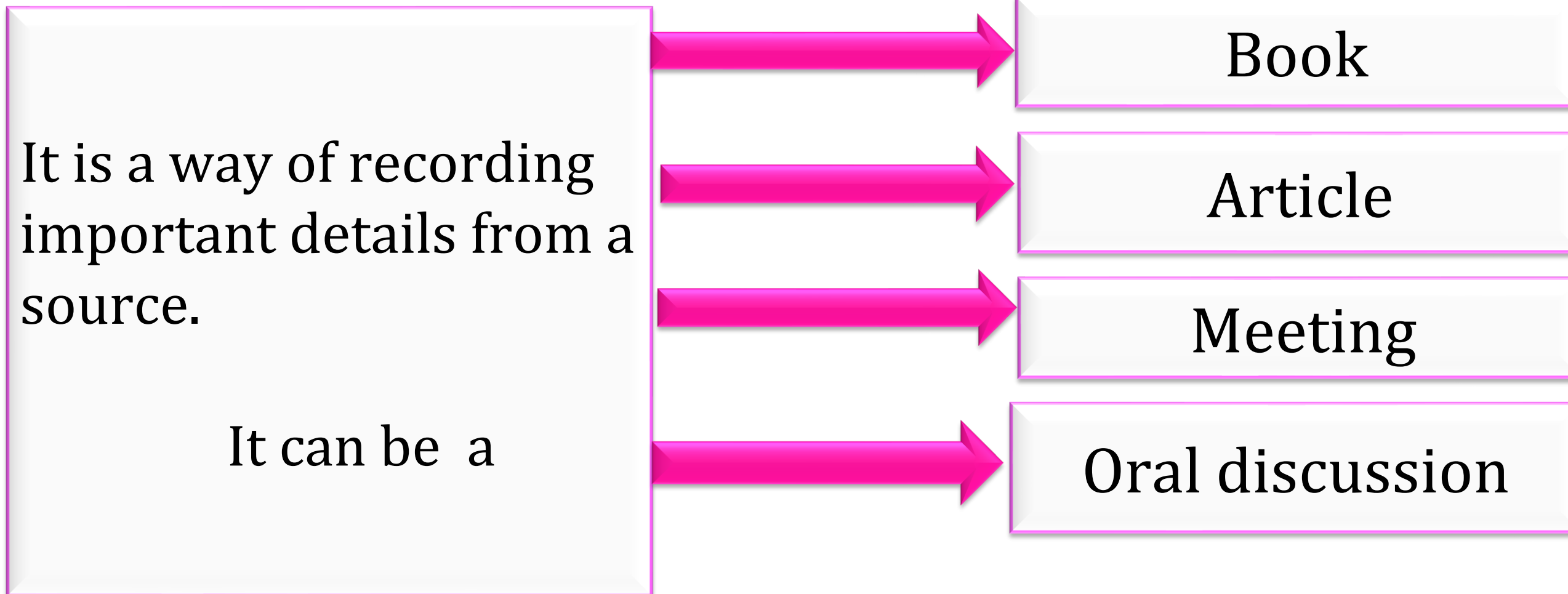


Observe the picture for a minute to find out the connection with topic.





Various sources of Making Notes





How to Make Notes?

Procedure for
Note Making

Read the given Passage

Underline the important words
& sentences

Arrange it in a sequential order

Don't change the main idea of
the given passage

PROCEDURE





How to write Notes?

Note Making Format

Heading

Subheading

Point

Sub-subheading

Key or Keywords
&
Abbreviations

Heading / Title of the Topic

1. *Sub – heading 1*

1. *i. Point 1*

1. *ii. Sub sub-heading*

1. *ii. a. Sub point 1*

1. *ii. b. sub point 2*

1. *iii. Point 2*

2. *Sub – heading 2*

2. *i. Point 1*

2. *ii. Sub sub-heading*

2. *ii. a. Sub point 1*

2. *ii. b. sub point 2*

2. *iii. Point 2*

Key

Gov. – government

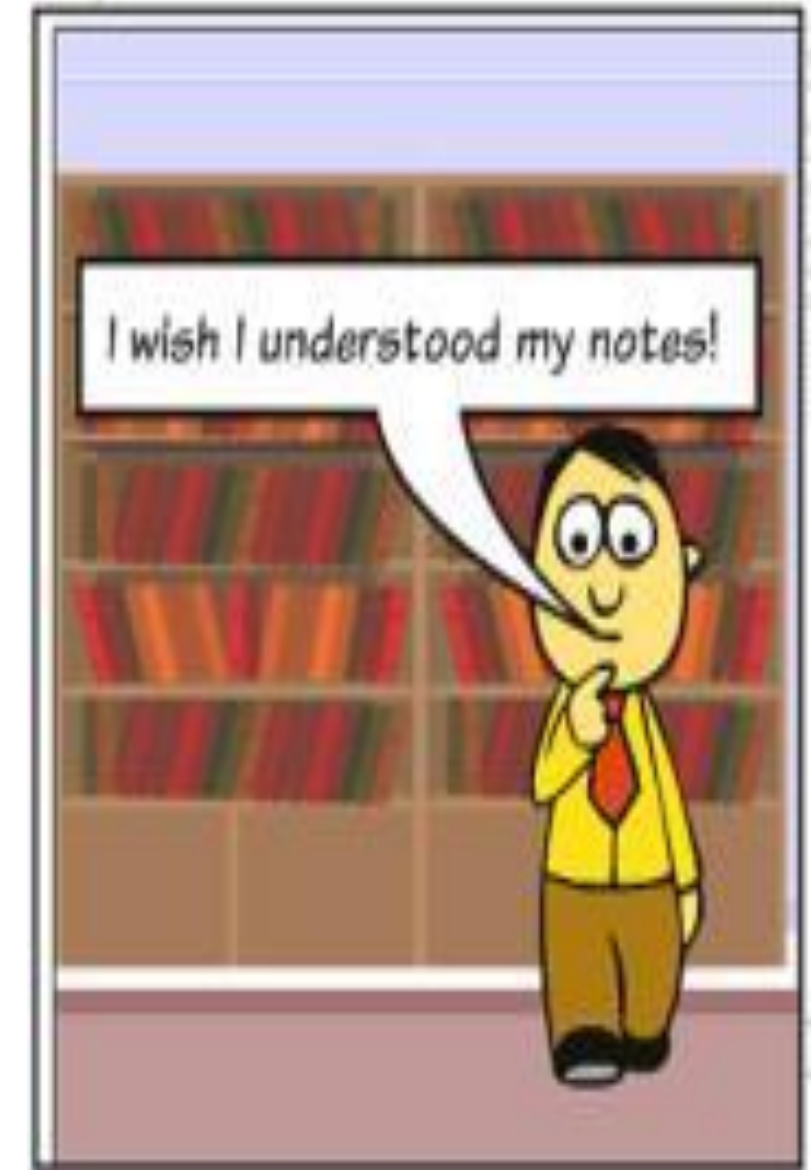
Info. – Information



Points to Remember for Note Making Format



- **Avoid using long sentences** as heading or title
- Never lose the main idea of the passage
- **Ignore information** that is **less important**
- **Be brief, clear, and specific**
- Use **logical sequencing**
- It is vital to give each note a meaningful title and to maintain proper indentation.
- Only the most important instances should be provided.
- The presentation of this writing skill is critical.
- Leave no spaces to avoid confusion
- **Do not include your own version** or understandings
- At least four abbreviations must be included in your notes. To make it apparent to the reader, put a full stop after each abbreviation.
- **Make your note more memorable** by adding colours, drawings, and symbols





Using Abbreviations and Symbols in Note Making



Using abbreviations and symbols when taking notes saves time and space.

There are several techniques to shorten long or intricate words:

Using the initials of one or more words, for example, Prime Minister – PM, India – IND, United Nations – UN, Chief Marketing Officer – CMO.

Using only the initial few letters of the words, for example, construction – Const., abbreviation – abbr., information – info., and so on.

Universally recognised abbreviations include, for example, opposite – opp., government – govt., established – est., private limited – Pvt. Ltd, department – dept., etcetera – etc., that is – i.e., etc.

Removing the vowels, for example, reading – rdng, books – bks, cleaning – clng, shopping – shppng, and so on.

Universally recognised symbols, for example, Q because > greater, larger, < less, smaller, ↓ falling, decreasing, ↑ rising, increasing.





Benefits of Note Making



BENEFITS

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Effective use in exams & academic writing

Can use for future reference in any organisation

Keeps information in handy

Recall the past shared information

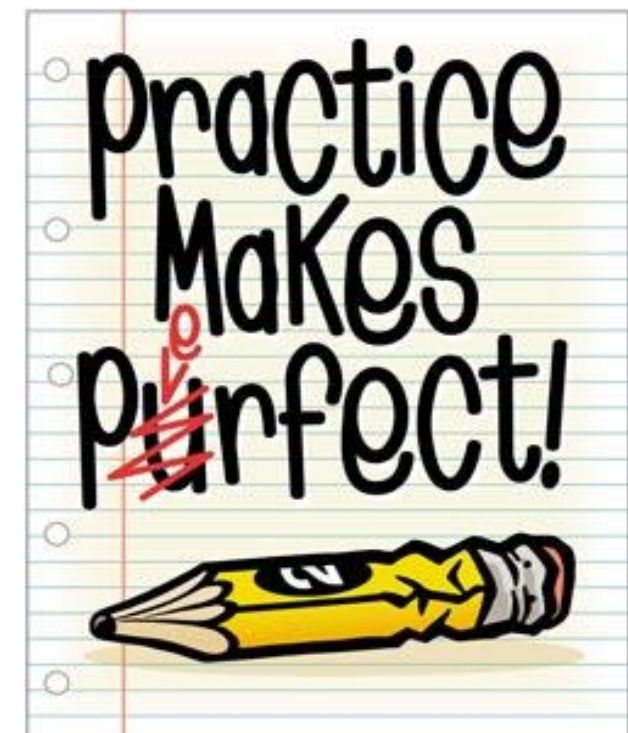
Notes are short and also arranged in logical way with complete information.



Conversation is indeed the most easily teachable of all arts. All you need to do in order to become a good conversationalist is to find a subject that interests you and your listeners. There are, for example, numberless hobbies to talk about. But the important thing is that you must talk about other fellow's hobby rather than yours'. Talk to your friends about the things that interest them, and you will get a reputation for good fellowship, and a brilliant mind. There is nothing that pleases people so much as your interest in their interest.

It is just as important to know what subjects to avoid and what subjects to select for good conversation. If you don't want to be set down as a bore, be careful to avoid certain unpleasant subjects. Avoid talking about yourself, unless you are asked to do so. People are interested in their own problems not in yours.

To be a good conversationalist you must know not only what to say, but how also to say it. Be mentally quick and witty. Finally, try to avoid mannerism in your conversation. Don't click your tongue, or roll your eyes or use your hands excessively as you speak.





The Art of Conversation (The Title for the passage)

1. Convn. – most easily tchble. art
 1. Reqd. intrstng. subject – hobbies
 2. Talk abt. other fellow's hobby
 3. Winning reptn. as good convn'list.
 1. Good frndship.
 2. Brlnt. Mind.
2. Fit subj. for convn.
 1. What subj. to select/ avoid?
 2. Avoid unpleasant subj.
 3. Avoid talking abt. self
3. Qualities of a good convn'list.
 1. What to say & how to say
 2. Mentally quick & witty
 3. Avoid mannerisms.

Keywords

Abbreviations/Symbols	Meaning
Conv.	Conversation
Reqd.	Required
Intrstng.	Interesting
Abt.	About
Reptn.	Reputation
Conv'list.	Conversationalist
Frndship.	Friendship
Brlnt.	Brilliant
&	And

ANSWERS



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