

Note Making

Note Making is a process of writing down important details from a source. When the available information is vast, there is a need for briefing down the details. It helps to go through a lot of information in less time. A person should write notes in a specific format. There are two formats in which one can write notes. They are

1. Linear Note Making, and
2. Non-Linear Note Making

Linear Note Making

It is the simplest form of note making and is used by most of the people it is one of the most common form of note making. Notes presented here is in a very structured manner i.e., one line after the other. Here, a person writes a note in the form heading, subheading, and points. It also includes keywords, indentation, and abbreviations.

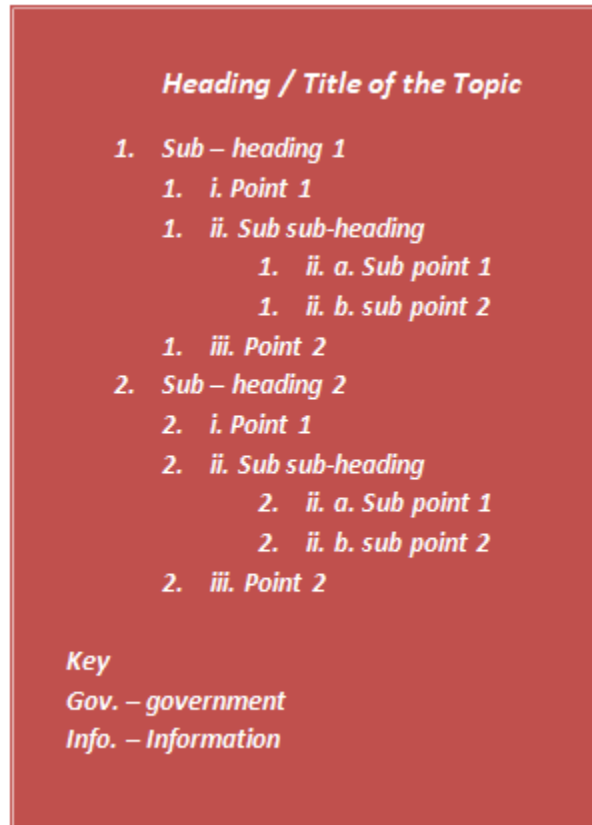
Non-Linear Note Making

Here, one can write notes as the diagrammatical representations of ideas and details. It includes mind maps, tree diagrams, tables, and flow charts. It quickly helps us go through the details much quickly and clearly. There is no fixed format for it.

Mechanics of Linear Note Making

In linear note making, you write notes in a downward direction. This order is the same as the one in which a person receives information. One can write notes in the form of headings and subheading using numbers. We can also use letters, roman numerals or pointers. Let us discuss the various ways in which one must write notes in the linear format.

Format



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

Heading / Title

It shows the topic or the heading of the note. The heading should be very clear and brief in order to have a clear idea of the notes made. It gives the main idea of the passage.

Subheading

As the name suggests, a subheading is a subdivision of the main topic. One can use as many subheadings as he or she wants. It is like the heading to the subsections of the passage.

Point

Below subheading, there are some points which are the part of the main topics.

Sub-subheading

One can add more headings below the points for showing the category, types, advantages, etc.

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Indentation

It refers to the proper alignment and spacing in the written matter. Indentation means shifting from the margin. It indicates the subheadings, points, sub-points, sub-subheadings, etc. clearly. Indentation offers a well-defined structure for a note. It makes it readable and increases the objectives of the content.

Key

When a person writes a note, he or she uses some keys to save time. It has the various codes, symbols or the abbreviation for the clear understanding in the note making format.

I. Abbreviations

These are used in order to save time and space when you write notes. Their use makes it easier to read. An abbreviation can be made by

- Using the beginnings of words

Info. – Information

Stat. – Statistics

Max. – Maximum

Min. – Minimum

- Using the beginnings of words with the last letter

Dept. – department

Govt. – government

Prodn. – Production

- Omitting Vowels

Prblm. – Problem

Wrd. – word

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Schl. – school Acronym Meaning

- Using the first and the last letter of a word

Mt – mount

Mr – Mister

- Shortening the suffix at the end of the word

Productn – Production

Distributn – Distribution

II. Symbols

You may also use some commonly used symbols when you write notes. These symbols save a lot of time and easy to understand.

Symbol	Meaning	Symbol	Meaning
→	leads to	←	caused by
↑	increase	↓	decrease
>	greater than	<	less than

III. Acronyms

They are words consisting of the first letters of each word in the name of something.

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UNO United Nations Organization

WHO World Health Organization

FIFO First In First Out

DOB Date of Birth

UNESCO United Nations Educational, Scientific and Cultural Organization

SOLVED EXAMPLE: I

Problem: Provide a suitable title and make a note of the paragraph in any format.

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.

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Solution: The note for the above passage is

The Art of Conversation (The Title for the passage)

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

SOLVED EXAMPLE: II

Read the passage carefully and answer the questions given below.

Almost all of us have suffered from a headache at some time or the other. For some a headache is a constant companion and life is a painful hell of wasted time.

The most important step to **cope with** headaches is to identify the type of headache one is suffering from. In tension headaches (two hand headache), a feeling of a tight band around the head exists along with the pain in the neck and shoulders. It usually follows activities such as long **stretches** driving, typing or sitting on the desks. They are usually short lived but can also last for days or weeks.

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 of flashes of light. This headache is meant worse by activities especially bending. The throbbing pain in the head worsens by noise and light. Certain triggers for

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migraines may be chocolate, **caffeine**, smoking or MSU 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.

In a headache, pain originates from the brain but from the irritated nerves of muscles, blood vessels and bones. These head pain signals to the brain which judges the degree of distress and relays it at appropriate sites. The pain sometimes may be referred to sights other than the problem areas. This is known as referred by pain and occurs due to sensation overload. Thus, though, most headache states at the base of the skull referred pain as felt typically behind the eyes.

Factors causing headache are understood but it is known that a shift in the level of body **hormones** chemicals, certain foods and drinks and environmental stress can trigger them.

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.

Solution: The note for the above passage is

Title: Headache and their Treatments

I. Identification:-

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

II. 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 sport of flashes of light

III. 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

IV. Treatment :-

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