

Note Making

The purpose of note-making is to facilitate effective learning, comprehension, and retention of information. It serves as a systematic and organized way of capturing key points, ideas, and details from various sources, such as lectures, textbooks, articles, or discussions.

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.

Format 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.

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.

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

Schl. – school

- 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
=	equal to	∴	therefore
@	at the rate of (or rate)	%	percent

100	hundred	e.g.	example
i.e.,	that is	viz.	namely
&	and	/	or

III. Acronyms

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

Acronym	Meaning	Acronym	Meaning
CBSE	Central Board of Secondary Education	NCERT	National Council of Educational Research Training
CM	Chief Minister	PM	Prime Minister
UNO	United Nations Organization	UNESCO	United Nations Educational, Scientific and Cultural Organization
WHO	World Health Organization	COD	Cash On Delivery
FIFO	First In First Out	PTO	Please Turn Over

DOB	Date of Birth	SUV	Sports Utility Vehicle
HR	Human Resources	PR	Public Relations
CEO	Chief Executive Officer	CFO	Chief Financial Officer
UK	United Kingdom	USA	The United States of America

Read the following passage and make notes on it:

Most robots of today consist of little more than a mechanical arm and a computer memory: The memory allows the arm to repeat a simple motion like moving a part from one work-bench to another. Because its memory can store a collection of such motions, the robot can switch quickly from one simple task to another. It will not complain of boredom, hulk at job demarcation lines, take a tea-break or go sick.

This faithful servant is also a stupid one. It has no problem-solving "intelligence". Also it lacks our senses that would alert it.

If say, the part that it was meant to pick up was upside down or not there at all. A robot is less capable than a man groping in the dark. At least a man can tell by touch if he merely bumps into something.

Although robots are gradually gaining more senses and more brains", today's growth in robotics has come about largely because industry has learnt how to accommodate these mindless, mechanical workers. The automobile industry, which employs some 60 per cent of the world's 20,000 robots, has been leading the way to applications.

That should be no surprise. Assembly-line production is repeated with the sort of simple repetitive jobs that robots can do so well,- Robots are being put to work

loading and unloading conveyors, welding car bodies together and spray painting the finished product. Parts of a car have long been carried to human workers on conveyor belts. It takes only a bit of careful engineering to ensure that the parts sent along to robots are presented in precisely the same position each time. Given that accommodation to their senselessness, robots can boost productivity with their untiring speed, and boost quality with their mindless ability to do the same job in exactly the same way every time.

Even smaller manufacturers are finding, places for robots in their factories. Some simply using robots to perform tasks like loading and unloading moulds and presses, which are similar to the jobs, jobs robots do in assembly line plants.

Answer

1. Today robots

1.1. mechanical arm

1.2 computer memory

1.2.1 repeat simple motions like moving a part from one bench to another

1.2.2 store collections of such motions

2. Advantages

2.1.Switch quickly

2.2no boredom complaint

2.3 no tea break

2.4bulk at job demarcation line

2.5 faithful servant

3.Disadvantages

3.1no problem-solving intelligence

3.1.1if a part is upside down-don't know what to do

3.1.2. Not equal to man

4.Today's robots

4.1 gain more senses and more “brains”

4.2 industry learnt to accommodate

4.3 Automobile industry

4.3.1 employs 60% of 20000 robots

4.3.2 Used in assembly line production

4.3.2.1 simple, repetitive jobs

4.3.2.2 loading & unloading conveyors

4.3.2.3 welding car bodies

4.3.2.4 spray-painting finished products