

- Purpose of Note-Making
- How to Make Notes
- Characteristics of Note-Making

Purpose of Note-Making

Note-making is a vital skill that helps students and professionals organize and retain information effectively. The primary purposes of note-making include:

- To revise lessons before examinations, enabling better recall and understanding.
- To write reports or any form of composition by summarizing key points.
- To plan speeches or lectures by outlining important ideas.
- To convey messages succinctly by focusing on essential details.
- To prepare presentations that are clear and structured.
- To summarize texts that have been read, aiding comprehension and retention.

Key Elements

- **Revision:** Helps in quick review before exams.
- **Planning:** Assists in organizing thoughts for writing or speaking.
- **Communication:** Facilitates clear and concise message delivery.

Examples

For instance, before a speech, making notes of main points ensures the speaker covers all important topics without missing any.

Practice Set

Level 1 – Easy

- List two purposes of note-making.

Level 2 – Moderate

- Explain how note-making helps in writing a report.

Level 3 – Challenging

- Discuss the importance of note-making in preparing a presentation.

Answer Key

- Note-making helps in revision and planning speeches.
- It helps organize key points, making report writing easier and more structured.
- Note-making ensures the presentation is clear, concise, and covers all important details.

Quick Reference

- Note-making aids revision, planning, communication, and summarization.

Glossary

- **Note-making:** The process of writing down important information in a concise form.
- **Summary:** A brief statement of the main points.

How to Make Notes

Effective note-making involves a systematic approach to extract and organize important information from a text. The steps are:

1. **Step 1:** Underline important information in the text.
2. **Step 2:** Read the passage again, asking and answering questions to understand the content deeply.
3. **Step 3:** Write down the main points based on the answers, avoiding full verb forms to keep notes concise. Combine two or three related ideas into one point where possible. Use colons and long dashes to separate ideas clearly.
4. **Step 4:** Review the notes and number the points to show order and importance.
5. **Step 5:** Recheck the numbering to ensure logical flow and clarity.

Key Elements

- **Underlining:** Highlights key information.
- **Questioning:** Enhances understanding.
- **Conciseness:** Use of short forms and combining ideas.
- **Organization:** Numbering points for clarity.

Examples

Example: Instead of writing "He is going to the market," note as "Going to market." Use colons to separate headings and details, e.g., "Market: vegetables, fruits."

Practice Set

Level 1 – Easy

- What is the first step in making notes?

Level 2 – Moderate

- Explain why numbering points is important in note-making.

Level 3 – Challenging

- Write notes from a short paragraph using the steps of note-making.

Answer Key

- First step is underlining important information.
- Numbering helps organize points logically and shows their sequence.
- Sample notes will vary but should follow the steps and be concise.

Quick Reference

- Underline, question, note main points, number, and review.

Glossary

- **Underline:** To draw a line beneath important words or sentences.
- **Concise:** Expressing much in few words.

Characteristics of Note-Making

Note-making has distinct features that differentiate it from regular writing. These characteristics ensure notes are effective and easy to use:

- Notes do not need to be grammatically correct sentences; they focus on key information.
- They are much shorter than the original text, capturing only essential points.
- Main points and supporting details are clearly distinguished.
- Unimportant words and helping words are usually omitted.
- Information is condensed using symbols, abbreviations, and shorter words.
- Headings and supporting points should ideally not exceed five words each.
- Notes should be completed within four to five headings for clarity.
- They must be presented systematically to reflect the structure of the original text.
- Headings and supporting details are numbered for easy reference.
- Finally, a summary is prepared based on the notes, not exceeding 50 words.

Note-making is an essential study skill that aids memory and understanding by condensing large amounts of information into manageable points.

Key Elements

- **Conciseness:** Short and to the point.
- **Systematic Presentation:** Organized structure with numbering.
- **Use of Abbreviations:** Saves time and space.
- **Summary Preparation:** Final brief overview based on notes.

Examples

Example: Instead of "The sun rises in the east," note as "Sun rises east."

Practice Set

Level 1 – Easy

- State two characteristics of note-making.

Level 2 – Moderate

- Why is it important to distinguish main points from supporting details in notes?

Level 3 – Challenging

- Prepare notes from a given paragraph following the characteristics of note-making.

Answer Key

- Notes are shorter than original text and need not be grammatically correct.
- Distinguishing main points helps in understanding the structure and importance of information.
- Sample notes should be concise, numbered, and systematically presented.

Quick Reference

- Notes are concise, organized, numbered, and include a brief summary.

Glossary

- **Abbreviation:** A shortened form of a word or phrase.
- **Supporting Details:** Information that explains or supports the main point.