

ADVANCED WRITING SKILLS

UNIT I

NOTE MAKING AND NOTE TAKING SKILLS

Note making means presenting big chunks of knowledge in a neat and brief form. Note making is an important skill for a reader. The note making skill is essential for higher studies and research work. The note making skill involves some other skills. These skills are identifying the main ideas, the underlying and the supporting ideas, specific and minute information, etc. It also means cutting out or leaving out non-specific information.

Note making is done when an individual has a lot of free time after referring to a book or a magazine, a reference book, etc. They are made for the purpose of future reference.

NOTE-TAKING

Note taking refers to any system for collecting and storing information. It involves a number of skills : listening, understanding, summarising and retaining the main points in a speech or dictation. In the format of note-making and note-taking there is not much difference between the two as the material in question is noted down briefly and clearly in the form of points to be used later on. The note is thus taken to work as aids to memory. In both the cases in reproduction the actual words of the speaker are not used.

Great care should be taken while reproducing the detailed texts of the notes. We should see to it that the meaning of the draft does not get distorted or altered. While the notes are being expanded, personal comments or views should not be included.

How to Take Notes

Certain rules have to be followed by a good note-taker :

(a) One should note the points emphasised by the instructor, or words underlined / italicised in a text. The purpose of the notes is to get the key-points from the text and lectures.

(b) One should be watchful for the key words, phrases and sentences.

(d) Class-notes should be re-written as soon as possible after the class.

(e) Notes taken from various books and periodicals should contain the facts / opinions noted, as well as the exact source from which they are taken.

(f) The notes should be taken in such a way that they appeal to the eye. Spaciously taken notes, in good hand-writing, are visually attractive. Overcrowded notes in bad handwriting are more likely to repel even the note-taker himself.

The golden rule of note-taking is : apply the mind before the pen. Note-taking consists of 5R's : Record, Reduce, Recite, Reflect, Review :

The first step is to record the notes : to write down the meaningful facts, reasons, significant details.

Next, one should jot down the key ideas in a word or two. These are the clues that summarise the whole idea.

Now, one has to cover up the detailed notes, and, by looking just at the clues, recite in his own words the points noted.

The fourth step is to reflect, to ponder about the matter recorded. One has to ask several questions in one's own mind: "What are my reactions ?" "Do I agree ?"

The fifth and the final stage is to review : to repeat the third step to the 5R's. This is the point when one comes to know how much one has actually learnt and retained in his memory.

To be an intelligent note-taker, one has to screen and filter facts before swallowing them. One must think, clarify, verify facts, and only then accept those facts which pass his own reasoning test, and reject the others. A golden guideline for note taking is : Be a filter, not a sponge.

The Need of Note-making

We are living in an age of explosion of knowledge. New theories and new concepts are coming into being. The growth of knowledge is so fast that we have to be quick to catch up with the expanding knowledge. We have to pick up knowledge with the same speed with which it is expanding. It is not possible to learn all the new things and retain them in our memory. This need is met by note-making or note-taking. A student has to attend eight periods daily in school and listen to as many lessons or lectures. The human mind or the young learner's mind cannot chew or digest it purely in his memory. So note-taking comes handy. The notes are taken in a concise form and later on developed. Note-taking is of the utmost importance for all educated persons, teachers, lawyers, doctors and students, etc.

→ जरूरी → अत्यंत

Essential Characteristics of Good Notes

2. Good notes should contain all the essential facts. Nothing crucial or important should be left out. Adjectives and qualifying phrases are left out while making notes.

3. Popular abbreviations and short forms should be made use of while making notes. Own abbreviations can be used provided we are clear about them. If a new abbreviation is coined, care should be taken, it is for one word only and can be identified by the user even after some time has passed.

4. Notes should be in logical and natural order, under relevant headings and sub-headings for easy and ready reference.

5. Inessential facts, illustrations, details, repetitions, quotations, questions should be deleted.

6. The important facts should be given in a proper order and in a logical sequence.

7. There are no complete sentences in note-taking.

Making Notes

Before making notes, the students should read the passage at least twice. This helps in identifying or recognising the main points and their sub-points and arranging them. Essentially, note-making is the skill to put a great deal of information in a few words. Brevity is the hall-mark of good notes. But brevity does not have to be at the cost of clarity.

In order to make notes, the reader is required to first read the passage from beginning to end. While reading out the passage, efforts must be made to find out what the passage deals with or what the author wants to say in the passage. This will help you suggest a suitable title for the passage. The title of the passage should be brief and effective. The title should be either a word or a phrase. It should not run into a sentence.

The note-maker should see how the author has developed the theme and divided the passage accordingly into main parts. You should take care that each part deals with one point related to the theme of the passage. You should also find a suitable heading for each part. They are the main points.

Thereafter you should find the sub-headings. You are required to find details of each main point. Each detail will make a sub-heading under its main point and there can be further details of a sub-heading.

Writing Notes

We must write the notes in the proper note-form.

(i) First of all, we should write the title and then write down the notes in a logical order. We should use figures and letters to show main headings and sub-headings as indicated below :

Main heading : I, II, III, etc.

Sub-heading : 1, 2, 3

Sub-heading : a,b,c, etc.

The sub-heading or sub-subheadings can be indicated by merely a hyphen.

(ii) Notes should not be written in complete sentences. You should use a word or brief and clear phrases which may or may not be grammatically correct.

(iii) As far as possible you should make use of abbreviations and symbols wherever you can.

You must make use of familiar abbreviations. You may use your own abbreviations. But you must make sure that you do not get confused or lost when writing them in the plain language version. Some of the common abbreviations are :

Asst	=	assistant
Aug	=	August
Capt	=	Captain
Advt	=	advertisement
Ac	=	account
Apr	=	April
Approx	=	approximate
Ans.	=	Answer
B.C.	=	Before Christ
B.P.	=	Blood Pressure
M/s	=	Messrs
Co	=	company
N.B.	=	Nota Bene (good note)
abs	=	absolute
a/o	=	account of
ok	=	all correct
amt	=	amount
a/or	=	and/or
am	=	anti meridian
at wt	=	atomic weight
avg	=	average
bal	=	balance
b/d	=	brought down
b/f	=	brought forward
c/o	=	care of
cont	=	continued
cr	=	creditor
cu ft.	=	cubic foot
dz	=	dozen
ed	=	edited by
ECG	=	electrocardiogram
E & O.E.	=	Errors and omissions excepted

div	=	dividend
do	=	ditto
dft	=	draft
eff	=	efficiency
etc	=	etcetera
ext	=	external
ft	=	foot
eg	=	for example
ie	=	id est (that is)
in re	=	in the matter of
inv	=	invoice
misc	=	miscellaneous
min	=	minimum
mph	=	miles per hour
n/a	=	no account
o/o	=	order of
regd	=	registered
retd	=	retired
rpm	=	revolutions per minute
std	=	standard
wpm	=	words per minute
yd	=	yard

Note : There can be any number of abbreviations or short forms. More can be added. Students are expected to know as many technical terms as possible. This will enable them to take down notes easily.

Note-taking while listening to a talk or a lecture is a difficult process. Here the listener has to do many activities together. He or she has to listen to the verbal means used by the speaker simultaneously making an eye-to-eye contact with the speaker decoding the non-verbal means used by the speaker. He or she, then, has to interpret the text maintaining the pace along with the pace that is faster pace he or she not only has to listen to the facts but also has to interpret, analyse and jot down the points at a faster pace. Hence, for better note-taking, the listener must have a prior grooming in the field so that he or she could evaluate the contents of the oral text immediately and write down those points that add to his or her knowledge. For efficient note-taking the listener should adopt following techniques :

1. The listener should use telegraphic language and abbreviations.
2. He should note the technical terms that have wider connotations and applications.
3. He should be economical in writing.

The listener should concentrate on listening to the text and understand it. He should adopt an active thinking, analysing and evaluation of the text.

4. Th
- any poin
5. Th
- phrases

- I. Re
- suitable
- You
- Skills

Solu

Title

1. IF
- (i) P
- (ii) I
- (iii)
2. T
- (i) P
- (ii) C
- (iii)
3. P
- (i) P
- (ii) I
- (iii)
4. T
- (i) T

interfer

- (ii) I
- (iii)
5. N

Help
IPS
grt .
eg .
reg

- II. A
- made i
- IPS
- rect. Th
- tain and

Some of the examples of note making

Health of the citizens is the responsibility of the state. For this purpose the state set up health services, Health centre, hospitals, maternity and child welfare centres. But all this only have a creative value. Diseases are located and cured. But the public is hardly being educated in hygienic living.

Prevention is better than cure. Schools can play an important role in educating parents and pupils in healthy living. The people can be given knowledge about the body parts and their functioning, the principle of hygienic living, the advantage of healthful habits and preventive measures.

Health of Citizens

1. Health of the citizens

- (a) Responsibility of the state.
- (b) State - sets up health services, health centres, hospitals and child welfare centres.
- (c) These facilities have creative values.
- (d) Public not educated about hygienic living.

2. Prevention is better than cure.

- (a) Schools can educate parents and pupils about hygienic living.
- (b) Should be giving knowledge about body parts adv. of healthy pupils habits and preventive measures.

Each one of us must realise that the only future for India and her people is one of tolerance and co-operation which have been the basis of our culture for ages past. We have laid down in our constitution that India is a secular state. This does not mean irreligion. It means equal respect for all nations, faiths and equal opportunities for those who profess diff. faiths. We have, therefore, always to keep in mind this vital aspect of our culture which is also of the highest importance in India today. Those who put up barriers between one Indian and another and who promote disruptive tendencies do not serve the cause of India and her culture. They weaken us at home and discard us abroad.

Tolerance and Co-Operation

1. Tolerance and Co-operation
 - (a) basis of our past culture
 - (b) pillars of our future.

2. Secularism

- (a) Equal respect for all faiths
- (b) Equal opportunities
- (c) Highest importance - vital aspect of our culture.

3. Disruptive Tendencies

- (a) Put up barriers
- (b) weaken Country.
- (c) discard us abroad.

Task to do as Incentive