

WELCOME

A PPT by:

C.P.Tiwari

PGT English

K.V.Ara

LOOK AT THESE SITUATIONS:

Situation 1:



Situation 2:



NOTE-MAKING & SUMMARISING



NOTE-MAKING:

- ✓ An important study skill.
- ✓ An effective process of preparing notes (short written record of facts to aid the memory).

IMPORTANCE:

1. Keeps a lot of information at our disposal for ready reference.
2. To record a speech or dictation while listening to it or after reading a book.
3. Helps us reconstruct what was said or written and thus accelerates the process of remembering/recall.
4. Useful to students preparing so many subjects.

ALSO USEFUL FOR...

- ❖ Preparing a REPORT
- ❖ Delivering a SPEECH
- ❖ Participating in a DEBATE/ DISCUSSION
- ❖ Writing an ESSAY
- ❖ Taking an INTERVIEW
- ❖ Revising LESSONS
- ❖ Summarising a TEXT
- ❖ Doing SURVEY

POINTS TO REMEMBER:

- Avoid using long sentences as heading/title.
- Never lose the main idea of the passage.
- Ignore the information which is less important.
- Be brief, clear, and specific.
- Notes are written only in phrases, not sentences.
- Use logical sequence & proper indentation.
- Do not include your own version or understanding.
- Use abbreviations & symbols.
- Give the list of abbreviation and also their complete form in a box.

MECHANICS OF NOTE-MAKING:

1. **Heading** (what is the main idea of the passage? Frame a heading based on the central idea and write it in the middle of the page)
2. **Sub-headings** (4 to 5 main points maximum. How has the main idea been presented and developed? Are there 2/3 subordinate/associated ideas?)
3. **Points** (are there further details or points of the subtitles that you wish to keep in these notes?)
4. **Abbreviations & Symbols** (minimum 4. Common abbreviations and symbols, e.g., U.S.A, CBSE, Sc(science), Mr., Mrs., Dr., +ve, -ve, etc.
Keep the main sounds of the word. E.g., Edn. (educational), prog^m. (programme).
Retain the suffix so that later when you are going over the notes you may recall the full form. E.g., Ed'nal (educational), prog've (progressive)
* do not get over-enthusiastic about abbreviations. One abbreviation in a point is enough.
* the heading should not be abbreviated.
5. **Numbering & Indentation** (all the points and sub sub-headings should be properly numbered. All points should also maintain the same distance from the margin.

USEFUL STEPS TO START WITH:

- **STEP 1:** Read the passage carefully and try to get what it is about.
- **STEP 2:** Underline the key words/sentences which reflect the main ideas and important supporting details.
- **STEP 3:** Read the passage again asking yourself questions and answering them as you read (*what, where, when, which, how, etc.*)
- **STEP 4:** Provide a suitable Title. (preferably in BLOCK LETTERS)
- **STEP 4:** With the help of the answers make notes of the main ideas under headings and add sub-points under sub-headings. Write the points without full forms of the verbs. (*2/3 related ideas can be combined into one; use of colons & long dash*)
- **STEP 5:** Use proper indentation
- **STEP 6:** Give the abbreviation list within a box.

FORMAT OF NOTE-MAKING:

HEADING/TITLE

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
2. Sub-heading 2
 - 2.i. Point 1
 - 2.ii. Point 2

ABBREVIATION LIST

- 1.Gov. – government
2. Info.- information
3. Fmly.- family
4. Pnt.- point
5. Engg.- engineering

An example: (242 words)

ONE cannot recall any movement in world history which has gripped the imagination of the entire human race so completely and so rapidly as the Green Movement which started nearly twenty-five years ago. In 1972 the world's first nationwide Green party was founded in New Zealand. Since then, the movement has not looked back.

We have shifted — one hopes, irrevocably — from the mechanistic view to a holistic and ecological view of the world. It is a shift in human perceptions as revolutionary as that introduced by Copernicus who taught mankind in the sixteenth century that the earth and the other planets revolved round the sun. For the first time in human history, there is a growing worldwide consciousness that the earth itself is a living organism — an enormous being of which we are parts. It has its own metabolic needs and vital processes which need to be respected and preserved.

The earth's vital signs reveal a patient in declining health. We have begun to realise our ethical obligations to be good stewards of the planet and responsible trustees of the legacy to future generations.

The concept of sustainable development was popularised in 1987 by the World Commission on Environment and Development. In its report it defined the idea as “Development that meets the needs of the present, without compromising the ability of future generations to meet their needs”, i.e., without stripping the natural world of resources future generations would need.

THE AILING PLANET

1. The birth of the Green Mov. :
 - 1.i. Gripped imag. of human race-- completely & rapidly
 - 1.ii. 1972-- 1st nationwide Green party---New Zealand.
2. The revl.ry shift:
 - 2.i. Mechanistic view to holistic & ecological view
 - 2.ii. Worldwide consc.ness:
 - 2.ii.a. Earth--living orgnsm.
 - 2.ii.b. Human beings its parts.
 - 2.ii.c. It has its own metabolic needs & vital processes.
3. Sustainable dev.:
 - 3.i. 1987— W.C.E.D
 - 3.ii. Dev. meets needs of present gen. without compromising ability of the fu

KEY WORDS

- | | |
|----------------------------|--|
| 1. Mov.- movement | 6. Dev.- development |
| 2. imag,- imagination | 7. gen.- generation |
| 3. Revl.ry.- revolutionary | 8. W.C.E.D.- World
Commission on Environment
and Development |
| 4. Consc- consciousness | |
| 5. Orgnsm.- organism | |

SUMMARISING:

- Summarising follows Note making. The purpose of note making is usually for one's own personal reference. If the main points are to be reported we present a summary. It is not as severely shortened as note-making.
- Summarising is the selection and paraphrasing of all important information of the original source.

HOW TO SUMMARISE:

- The points should be expanded into full sentences and linked using suitable connectors.
- We need to be precise in our expression.
- The summary will contain all the main ideas of the original.
- Avoid examples, explanations, repetition.
- A summary is usually one-third the length of the original passage.

THE AILING PLANET

- The Green movement from its inception has gripped the human imagination completely and rapidly. The first nationwide Green party was founded in 1972, in New Zealand. Human mindset shifted from the mechanistic to a holistic and ecological view. It also developed a worldwide consciousness that earth itself is a living organism having its own metabolic needs and vital processes. The concept of sustainable development, popularised in 1987 by the World Commission on Environment and Development, refers to development that meet the needs of the present, without compromising the needs of the future generations.

CLASSROOM ACTIVITY:

1. Prepare a note on the article you have written on whichever tourist spot in Bodh Gaya you visited yesterday. Give all the necessary information. Also add a suitable title to it.
2. Write a summary based on your article.

HOME ASSIGNMENT:

1. Prepare a note on any chapter of your choice from your English textbook. Follow all the steps of note making.
2. Write a summary of the chapter chosen. (*word limit: one-third of the text*)