

NOTE-MAKING

Class: XI

Characteristics of notes

- a. Phrases not sentences
- b. Recognizable abbreviations with a key at the end
- c. Appropriate Headings
- d. Appropriate sub-headings
- e. Points which are numbered uniformly
- f. Sub-points-supplementary to the points, if needed
- g. Proper indentation
- h. Title
- i. In Notes avoid the following:
 1. Examples, people's comments, if they are just supplementing given information
 2. Repetition of ideas

A SUMMARY must be written in complete sentences and within the word limit. (80 words)

Proper Indentation

TITLE

1. HEADING
 - 1.1 Sub-Heading
 - 1.2 Sub-Heading
 - 1.3 Sub-Heading
 - 1.3.1 Sub-Sub-heading
 - 1.3.2 Sub-Sub-Heading
2. HEADING
 - 2.1 Sub-Heading
 - 2.2 Sub-Heading

Marking Scheme

1. Notes- (3 marks)
2. Title (1 mark)
3. Abbreviation (1 mark)
4. Summary –Content (2 marks)
Expression (1 mark)

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