

## NOTE MAKING

---

### Characteristics of Notes

- ☐ Short
- ☐ Include the important information in brief
- ☐ Logically presented in sequence
- ☐ Organised appropriately under Heading and Sub Heading.

### Mechanics of Note-Making

(a) Use of Abbreviations :

(i) Capitalized first letter of words : UNO, CBSE, NCERT, etc.)

(ii) arithmetic symbols :

( $>$ ,  $<$ ,  $\uparrow$ ,  $\downarrow$ ,  $\therefore$  kg., % etc.)

(iii) Commonly used : (in newspapers, magazines etc.)

(sc., govt., Eng., Sans.)

(iv) Invented : First and last few letters of the words with a dot at the end (edul, poln., popn. mfg.).

(b) Proper Indentation

Heading (Title)

1. Sub Heading .....

a. — (Point)

b. — (Point)

c. — (Point)

c.i. — (Sub-point)

c.ii. — (Sub-point)

2. Sub-Heading

- (c) Make use of words and phrases only. Avoid full length sentences.
- (d) Give appropriate Title. The title may be given at the starting of notes or before summary which is of 3 marks and should not be more than 1/3 of the passage's length.

### Marking Scheme / Pattern for Note Making and Summarising

- 1. Notes — Heading / Title 1 Mark
- 2. Abbreviation / Contraction 1 Mark  
(Minimum four)
- 3. Sub-Headings (Two-three as per the requirement) alongwith 2-3 points.  $(1\frac{1}{2} \times 2) = 3$
- 4. Summary — Content — 02  
Expression — 01  
(Standard word limit for Summary is 80 words or around 1/3 of the passage)

**Note :** In case a student uses his/her invented contraction, he/she is required to provide key for the same as —

prblm.	=	problem
trp'nt.	=	transparent
rqd.	=	required
dprsd.	=	depressed

\* Notes / Points of students may vary from one another but one should ensure that the main ideas/views are covered.