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:
        (>, <, ↑, ↓, 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
   a. —
(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 Sumary 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.