Subject : English   Lesson : Note Making   Date of Worksheet : August 2019

Name of the Student :_____   Date: _____   Class & Div : XII   Roll Number :

Note making is a systematic method of writing down quickly, briefly and clearly the important points of reading a text. It is a productive skill which integrates both reading and writing skills. Note making is used to

ϖ Keep a record of the main points of a reading text for future use and reference

ϖ Revise   ϖ Update information   ϖ To analyse a text

How to make notes

Read the passage or extract carefully. While reading the extract, underline the important key sentences. It helps in the formation of the titles and subtitles. Make a rough note of all important and main points to be included and then give them a logical sequence.

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. It should state what the majority of the passage talks about.

Subheadings

How has the main idea been presented and developed? Are there two or three subordinate / associated ideas? You can frame subheadings based on these.

Points

Are there further details or points of the subtitles that you wish to keep in these notes? Indent, i.e., suitably space and number.

All subheadings should be written at a uniform distance from the margin.

Indenting

All points should also maintain the same distance away from the margin.

Points to remember while making notes

Do not write full sentences. They should be precise and to the point. They should have all the relevant and important information of the extract. Do not lift portions of the paragraph to form the notes. Helping verbs ,articles ,pronouns and determiners could be omitted. Write minimum 3 main heading and 3 sub headings (do not write too many subheadings).Write phrases not complete sentences. And use abbreviations wherever necessary. Minimum 4 abbreviations to be used in note making and make key to abbreviations after writing the notes and not after the summary.

Help with abbreviations

Use standard abbreviations and symbols as far as possible:

Common abbreviations and acronyms

Sc. (for science), Mr., Mrs., Dr., Govt., U.S.A, U.K

Common symbols

e.g., : \, ∴ , +ve, -ve, ® (leading to), ↑ (rising), ↓ (falling), =, etc.

Making your own abbreviations:

Keep the main sounds of the word. For example, edn. (education), progm. (programme)

Retain the suffix so that later when you are going over the notes you may recall the full form of

the word —e.g., ed'nal (educational), prog've (progressive).

Do not get over-enthusiastic about abbreviations. **You should not** abbreviate every word. One abbreviation in point is enough. As a general rule, the heading should not be abbreviated. You may use abbreviations in subheadings. Notes making should not be lengthy. It should not cover more than 2 sides of a page. Your notes should look like this.

SUMMARY

1.Do not exceed word limit given in the exam. 2.Summary is made out of notes not the passage. 3. Do not divide the summary in different paragraphs.4.It should be attempted just after the note making. 5. Do not use any abbreviations in summary. 6. Write complete , grammatically correct sentences. 7.Try to follow the order of the notes as far as possible

FORMAT:

	TITLE
	1. Heading
Left Margin	1.1 Sub –Heading
(do not	1.2 Sub -Heading
Write no.	1.2.1 Sub Sub heading
In margin)	1.3 Sub-Heading
	2. Heading
	2.1 Sub-Heading
	2.2 Sub-Heading
	2.2.1 Sub Sub heading
	2.2.2 Sub Sub heading
	2.3 Sub Heading
	3. Heading
	3.1 Sub-Heading
	3.2 Sub-Heading

Read the following passage carefully:

1. A good business letter is one that gets results. The best way to get results is to develop a letter that, in its appearance, style and content, conveys information efficiently. To perform this function, a business letter should be concise, clear and courteous.

2. The business letter must be concise: don't waste words. Little introduction or preliminary chat is necessary. Get to the point, make the point, and leave it. It is safe to assume that your letter is being read by a very busy person with all kinds of papers to deal with. Re-read and revise your message until the words and sentences you have used are precise. This takes time, but is a necessary part of a good business letter. A short business letter that makes its point quickly has much more impact on a reader than a long-winded, rambling exercise in creative writing. This does not mean that there is no place for style and even, on occasion, humor in the business letter. While it conveys a message in its contents, the letter also provides the reader with an impression of you, its author: the medium is part of the message.

3. The business letter must be clear. You should have a very firm idea of what you want to say, and you should let the reader know it. Use the structure of the letter—the paragraphs, topic sentences, introduction and conclusion—to guide the reader point by point from your thesis, through your reasoning, to your conclusion. Paragraph often, to break up the page and to lend an air of organization to the letter. Use an accepted business-letter format. Re-read what you have

written from the point of view of someone who is seeing it for the first time, and be sure that all explanations are adequate, all information provided (including reference numbers, dates, and other identification). A clear message, clearly delivered, is the essence of business communication.

4. The business letter must be courteous. Sarcasm and insults are ineffective and can often work against you. If you are sure you are right, point that out as politely as possible, explain why you are right, and outline what the reader is expected to do about it. Another form of courtesy is taking care in your writing and typing of the business letter. Grammatical and spelling errors (even if you call them typing errors) tell a reader that you don"t think enough of him or can lower the reader"s opinion of your personality faster than anything you say, no matter how idiotic. There are excuses for ignorance; there are no excuses for sloppiness.

5. The business letter is your custom-made representative. It speaks for you and is a permanent record of your message. It can pay big dividends on the time you invest in giving it a concise message, a clear structure, and a courteous tone.

Writing a Business Letter

1. **Features**
   1.1 conveys <u>info</u> efficiently to get results
   1.2 concise
   1.3 clear
   1.4 courteous

2. **How to write**
   2.1 Make it concise
      2.1.1 Short <u>Intro</u>
      2.1.2 precise words and <u>sent's</u>
   2.2 **Achieving clarity**
     2.2.1clear idea
     2.2.2 <u>structr</u> the letter
     2.2.3 use accepted format
   2.3 **Being courteous**

3. **Importance**
   3.1 custom made representative
   3.2 permanent record message
   3.3 pays big dividends

Key to Abbreviations	
info :information	structr: structure
intro: introduction	sent's: sentences

Summary

A good business letter is that lends you positive and quality results. To get such results, a business letter should be effective in appearance, style and content. Apart from this it should be convey information efficiently, be concise, clear and courteous. The structure of letter should have topic sentence, short introduction and precise words and sentences. The letter must be courteous. It is your custom made representative and a permanent record of your message. It can pay big dividends on the time you invest in writing it.

Q. 1.	**Practice Question: Read the passage carefully:**
	In a very short period of time the internet has had a profound impact on the way we live. Since the Internet was made operational in 1983, it has lowered both the costs of communication and the barriers to creative expression. It has challenged old business models and enabled new ones. It has provided access to information on a scale never before achievable.
2.	It succeeded because we designed it to be flexible and open. These two features have allowed it to accommodate innovation without massive changes to its infrastructure. An open, borderless and standardized platform means that barriers to entry are low, competition is high, interoperability is assured and innovation is rapid.
3.	The beauty of an open platform is that there are no gatekeepers. For centuries, access to and creation of information was controlled by the few. The internet has changed that --and is rapidly becoming the platform for everyone, by everyone.
4.	Of course, it still has a way to go. Today there are only about 2.3 billion internet users, representing roughly 30% of the world's population. Much of the information that they can access online is in English, but this is changing rapidly. The technological progress of the internet has also set social change in motion. As with other enabling inventions before it, from the telegraph to television, some will worry about the effects of broader access to information -- the printing press and the rise in literacy that it effected were, after all, long seen as destabilizing. Similar concerns about the internet are occasionally raised, but if we take a long view, I'm confident that its benefits far outweigh the discomforts of learning to integrate it into our lives. The internet and the world wide web are what they are because literally millions of people have made it so. It is a grand collaboration.
5.	It would be foolish not to acknowledge that the openness of the internet has had a price. Security is an increasingly important issue and cannot be ignored. If there is an area of vital research and development for the internet, this is one of them. I am increasingly confident, however, that techniques and practices exist to make the internet safer and more secure while retaining its essentially open quality.
6.	After working on the internet and its predecessors for over four decades, I'm more optimistic about its promise than I have ever been. We are all free to innovate on the net every day. The internet is a tool of the people, built by the people for the people and it must stay that way.
1.1	**On the basis of your reading of the above passage make notes on it, using headings and sub-headings .Use recognizable abbreviations and a format you consider suitable. Also supply an appropriate title do it. (4 marks)**
1.2	**Write a summary of the passage in about 80 words.(4 marks)**