

NOTE MAKING & SUMMARIZATION

Note making is an advanced writing skill which is acquiring increasing importance due to knowledge explosion. There is a need to remember at least the main points of any given subject. Note making is a useful skill which comes in handy not only in attempting questions but also in preparing you for life. Notes form an essential part of your academic life & help you in the following ways.

- o ž Notes help you to remember the information you have gathered.
- o ž Notes come in handy for making quick revision before exams.
- o ž Lengthy lessons can be condensed into short relevant pieces by making notes.
- o ž Notes help in understanding the texts better.

How to make notes

- Read the passage carefully.
- **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.

- **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.

Important characteristics of note-making:

- Do not use complete sentences.
 - The main points and supporting details are clearly distinguished.
 - Certain words are often dropped: articles, words that are repeated, verbs which can be understood in the context, relative pronouns, conjunctions etc. but not at the cost of clarity.
 - Avoid unnecessary facts, examples, illustrations etc.
 - Condensed information is organized and recorded in a systematic manner that brings out the structure of the original text.
 - Headings and supporting details are numbered.
 - Provide Key to the abbreviations used at the end.
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- Use abbreviations, symbols and numbers wherever necessary. Use standard abbreviations and symbols as far as possible.

Your notes should look like this

HEADING

1. Sub-heading 1

1.1 Sub-point 1

1.2 Sub-point 2

1.3 Sub-point 3

1.3.1 Sub sub point

2. Sub- heading 2

2.1 Sub point 1

2.2 Sub point 2

2.3 Sub point 3

3. Sub-heading 3

3.1 Sub point 1

3.2 Sub point 2

3.3 Sub point 3

Notice that indenting, i.e., shifting from the margin has been used to clearly indicate subheadings, points and sub points. Subheadings, though separated by points, occur below one another. Points come below one another, and sub points to these are further indented. Such use of indenting gives your notes a visual character. At a glance you can see the main idea and its aspects.

You may also use other forms of numbering like:

1. _____
 - a).....
 - b).....
 - c).....

2. _____
 - a)
 - (i)
 - b).....
 - c).....

3. _____
 - a).....
 - b).....
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-

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- c).....
- (i)
- (ii)

SUMMARIZATION

Summarizing and note-making go together. In fact the next step to note-making is writing a summary. The point to bear in mind is that the notes we make on a subject can either be expanded into a detailed account or condensed into a summary. The summary is written on the basis of the notes made on the text. The summary should not exceed 80 words depending on the length of the text.

STEPS IN WRITING A SUMMARY:

1. Read the text and make notes (as discussed in note-making)
2. Use the notes and make a draft summary without referring to the original text.
3. Read the draft summary to ensure that you have included all the main points. At the same time, make sure that it does not exceed the word limit.
4. Delete all unnecessary details.
5. Check the language for its correction and precision.
6. The summary should be within the word limit.

TIPS FOR MAINTAINING PRECISION:

1. Avoid repetition of subject.
2. The summary should be in normal English and not in 'note form' which means that they should be written in complete sentences, but they have to be short.
3. No abbreviations and symbols should be used.
4. Write the summary based on the notes that you have made without going back to the text. It will help you to achieve good results.
5. Your summary should read as a single coherent paragraph.

Abbreviations

Making your own abbreviations:

- a. Keep the main sounds of the word. For example, edn. (education), prog. (programme).
- b. You should not abbreviate every word.
- c. As a general rule, the heading should not be abbreviated. You may use abbreviations in subheadings.

COMMONLY USED ABBREVIATIONS

a/c	account	DIY	do it yourself
ack.	Acknowledge	Dir.	director
ad.	Advertisement	dol.	dollars

add.	Address	doz.	dozen
appro.	Approval	E	east
approx.	approximately	Ed.	Editor; education
asap	as soon as possible	encl.	enclosed
assoc.	associate; association	Eng.	Engineer; English; England
asst.	assistant	etc.	and all the rest
Av.	Avenue	eve.	evening
bk.	Book	excl.	excluding; exclusive
bldg.	building	ext.	exterior
Br.	Branch; brother	Feb.	February
C	centigrade	Fed.	Federal; federation
cert.	certificate	fig.	figurative; figure
ch.	Chapter	fol.	Following;
cl.	Class	for.	foreign
Co.	company	Fr.	Father; French; France
Col.	Colonel	ft.	foot; feet
Coll.	College	fwd	forward
concl.	Conclusion; concluded	g / gm	gram
cont.	contents; continued	gen.	general
Corp.	corporation	Ger.	German; Germany
dbl.	double	Gk.	Greek
Dec.	December	Govt.	government
deg.	Degrees	Gov.	governor
dep.	Depart; deputy	gr.	Grade; grain; gross; group
Dept.	department	grad.	graduate
Diag.	diagram	gt.	great
Diff.	difference	hr	hour
Dupl..	duplicate	mph.	miles per hour
Hon.	Honorary; honourable	ms.	manuscript
hosp.	hospital	mt.	mount
HQ	headquarters	N	north
ht.	height	nat.	national; native; natural
ib / ibid	ibidem; in the same place	NB	nota bene; take special note
ic	in charge	no.	number
ie.	Id est – that is	nr.	near
in.	inches	op.	operation
inc.	incorporated	opp.	opposite
incl.	inclusive	oz.	ounce
info.	Information	P	parking
inst.	Institute	p	page; per; pence
int.	interior; internal; international	pa	per annum / per year
intro.	Introduction	para	paragraph
Is.	Islands	pkt.	packet
Jan.	January	PA	personal assistant
Jr.	junior	pm	per month
Kg.	kilogram	pop.	popular; population
Km.	kilometer	poss.	possible; possibly
KO	knock out	pp	pages

Kph	kilometer per hour	pres.	president
l	length; kine	Pro.	Professor
lab.	Laboratory	pron.	pronunciation
lang.	language	prov.	province
lat.	Latitude	PS	post script
lb.	pounds	pty.	property
lbw	leg before wicket	pvt.	private
lib.	Liberty	pw	per week
lit.	literature	Q	question
long.	Longitude	R.	river
lux.	Luxury	r	radius
m	metre; mile; million	RC	Red Cross; Roman Catholic
Maj.	Major	Rd.	road
Mans.	Mansion	rec.	received
Max.	maximum	ref.	reference; referred
Mg.	milligram	rep.	representative; republic
Min.	minimum	res.	residence; resigned; reserved
Misc.	miscellaneous	resp.	respectively
Ind.	Indian; independent	ret.	retired
Mkt.	market	rev.	revolution; reverend
ml.	Millilitre	Rly.	railway
mm	millimeter	rm.	room
MO	money order; medical officer	RSVP	please reply
Mod. Cons.	Modern conveniences	S	south
s	second	tel.	telephone
Sat.	Saturday	temp.	temperature
Sci.	science	ter.	terrace
Sec.	secondary; secretary	Thurs.	Thursday
Sen.	Senate; senator;	trans.	translated
Sept.	September	treas.	treasure
Sgd.	Signed	U	union; upper
sr.	senior	Univ.	University
soc.	Society	V	volt; victory
sp.	Spelling	vac.	Vacation
sq.	square	VC	Vice Chairman;
st.	street	VC	Vice Chancellor
St.	saint	Ven.	Venerable
Sta.	station	VIP	very important person
STD	subscriber trunk dialing	viz	videlicet; namely
sub.	Substitute; subscription	vol.	volume
Supt.	Superintended	VP	Vice President; Vice Principal
T	temperature	Vs	versus
tech.	technical	w e f	with effect from
W	West	wt.	weight
W	watt	wpm	words per minute
wk.	week; work	yr.	your; year

SAMPLE

The following is part of an essay article. Let's apply our rules and instructions and prepare notes with abbreviations and summary. You will have to add more sub headings and sub points, according to the length of the passage given.

Step One – Read

Read carefully > Underline key terms > ignore long, unimportant and difficult words > ignore unnecessary examples.

There is a very significant problem concerning the Indian society for which someone has to find a solution immediately. While millions of parents are worried about the future of their daughters at an age that blindly adapts to the Western culture, millions of parents of the cities find nothing wrong with it.

The growing concern is if it is desirable our youth look like, speak like and behave like our American brothers and sisters. America is a glowing culture made collectively by native Americans, Europeans and Africans. Its culture is much more open than the culture of Asia, especially of India. In America, people are naturals inside and outside but Indians prefer to be naturals only inside. The Great American culture doesn't hide anything from the society so, many things considered 'taboo' in India are quite child's play in America – Europe no exception.

Step Two – Divide

What is the article about?

Changing trend in India

Indian parents accepting western culture for their children

Indian parents not ready to accept western culture for their children

Difference between Indian and Western culture

Indian – Not very open

Western – Open

Step Three – Prepare Notes

We are now going to prepare the final notes with abbreviations and a short summary. Remove as many words from the second step. Remember shortening long words.

Title : Western Culture in India

Notes

a) Changing trend in India

i. Ind parents

ii. Accept WC

iii. Not accept WC

b) Diff bet Indian and Western culture

- i. Indian – Not very open
- ii. Western – Open

Keys to Abbreviation

Ind – Indian
WC – Western Culture
Difference
Bet – Between

Summary

There is a lot of difference between Indian and Western cultures. While the two are almost the same at heart, Indians do not live the Western culture outside. However, there is a change these days. Many Indian parents let their children, especially girls, adapt to the Western lifestyle although there is a growing concern about it.

Marking Scheme:

Notes
Title-1mark
Key-1mark
Content- 3mark
Summary- 3 marks

Practice Question:

Read the following passage.

For many of us, our lives are composed of millions of meaningless moments, all strung together perhaps with a sprinkling of sacred moments mixed in. I am sure you can think of a few sacred moments in your own life.

May be your marriage, the birth of your child or perhaps a heartfelt moment of connection with good friends. These are the moments when we are consumed with joy and awe. At these moments, we are fully present in the moment. We aren't worrying about tomorrow, or trying to rush through the experience to get to the next. We are in the now, and the now is amazing.

Why do we wait for major events to honour these sacred moments? Why can't every day be sacred? Every moment? Each moment is sacred, if we decide to make it that way. I stated above that our lives are filled with meaningless moments, but those moments are meaningless only because we don't honour them. We are hurrying along, focused on other things, not stopping to notice them at all. They come and go without any acknowledgment from us. Honoring the sacred means simply choosing to make each moment count. It is a tiny shift in perception that assigns meaning and

importance to each moment. It means stopping to notice the beauty and love around us, and within us. It means being fully present in each moment, because only the present moment truly exists.

So many of us worry about the future, hold regrets about the past, and completely ignore the present. When we give the now our full attention even mundane tasks can take on an aura of holiness. Then our lives become millions of meaningful moments. Nothing has changed except our perception, but it makes all the difference.

How do we change our perception to one of sacredness? What does it mean to stay in the present moment? Let's use an example : washing dishes. When most of us wash dishes, we hurry through it, often thinking about the million other things we need to get done that day (or the next day). Our minds are scattered all over the place, focusing on everything but what we are doing. Who can blame us? Washing dishes is not the most exciting experience. However, if we choose to make it a sacred experience, we will want to focus on it.

We want to take our time and really pay attention to how the water feels on our hands, how the soap cleanses away the grease and grime, and the sense of satisfaction we get as each dish moves from the dirty pile to the strainer, now clean and shiny.

Maybe that still doesn't sound very thrilling. Let's look at what else is happening. As we give our full attention to washing the dishes, we are not only doing, we are being. Ah, that is the key. It doesn't matter what we're doing or not doing in each moment of our lives, It matters only that we become aware of our own state of Being. In those moments, we are fully alive and conscious. We are connected to everything, and we are one with everything. We are.

Have you ever embarked on a walking meditation? This can be great practice to help you honour the sacred in your own life. Many of us walk for health or recreation, but we can also walk for spiritual awareness. A walking meditation is a slow. Focused walk where you give your full attention to each step you take, the feel of your muscles working, your breathing, and even your surroundings.

Especially if you walk someplace in nature, a place with lots of trees and wildlife. The trick is to not let your mind wander, but stay focused on the now. It can take practice, but once you accomplish it, you will return from your walks fully refresh and revitalized.

- (a) On the basis of your reading of the above passage make notes on it using recognizable abbreviations wherever necessary. Use a format you consider appropriate. Supply a suitable title.
 - (b) Write the summary of the passage in about 80 words.
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