

Let us learn Note Making

From our Principal
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NOTE MAKING SKILLS

- Note Making and Note Taking
- Notes are taken while listening to a lecture, speech etc.
- Note making involves reading & re-arranging ideas.
- Note making is an important reading skill.
- It demands sub-skills like identifying the main idea & supporting ideas.
- Note making leads to writing skill.
- Before making notes read the passage twice.
- List important ideas (points) as headings, supporting details as sub-headings.
- Redundant information should be left out.
- Follow the format – All the main points, i.e. Headings, have Serial No.I,II,III etc.
- Sub-points i.e. supporting ideas can be indicated by a hyphen or a,b,c.
- Points in note making should be in phrases not in sentences.
- Sub-headings should have logical links.