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Semester-V

Subject- Compulsory English

Unit- IV: Writing:2: Note Taking and Note Making

Topic- Note Taking and Note Making (Study Notes)

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2. Note Taking and Note Making

Taking down notes is a very useful study skill like note making while listening to a lecture or a talk. It helps us to remember what we listen to and organize our thoughts better. Students are often encouraged to take notes during lectures so they can record the knowledge being shared by their teacher. As a result, many different note-taking systems have been devised over the years. Taking notes also help us to think of clarifications we want from speaker or questions we want him/ her to answer.

Note Taking:

Note down the main ideas/ points, important words and phrases while listening a talk or lecture. Since in real life situations, hear what the speaker says only once, you have to be very alert in order to be able to identify the main points and sub points, and connect them.

Use words, phrases, and abbreviations rather than sentences as much as possible.

You can use any format you can want for note taking. You can take down notes either in the form of a mind map or a tree diagram as you are listening and, later, convert that to numbered points.

Note Making:

Note making is a systematic method of writing down quickly, briefly and clearly the important points of a reading text. Notes are so useful reconstructing the text at a later point of time. Generally, it is done while reading a text whereas note taking is done while listening to a lecture, talk or presentation. The mechanism involved in both note taking and making processes is almost the same. Because the principles of note-making encourage students to generate their own content and to design their own note-taking system, there is no one-size-fits-all note-making method.

Reasons for Note Making:

To identify key points

To help understand material

To help you remember what was said/what you read

How to Make Notes:

Read the passage carefully.

Heading: Main or central idea should be heading for making notes.

Subheadings: Two or three subordinate or associated ideas.

Points: Details or points of subtitle; Indent-suitably, space and number.

Indenting: All subheadings should be written at a uniform distance from margin; maintain same distance away from the margin. Remember that do not write full sentences. Use abbreviations while note making.

Abbreviations:

Capitalize first letters of words: e.g., U.P., U.S.A., U.K., etc.

Common abbreviations: e.g. Sc. (for science), Mr., Mrs., etc.

Common symbols: e.g.: /, -ve, +ve, etc.

Measurements and figures: e.g. 100, 100 kg, 100 ml, 100", 100', etc.

Making Your Own Abbreviations:

Keep the main sound of the words. e. g. edn (education), prog.(programme), etc.

Retain the suffix so that later when you are going over the notes you may recall the full form of the words, e.g., ed'nal (educational), prog've (progressive), etc. Remember that do not get over-enthusiastic about abbreviations.

Difference between note taking and note making:

Note taking and note making employ different techniques such as *copying* or *transcribing* and *topicalising* or *schematizing*. *Copying* refers to writing down verbatim what one has read, *transcribing* refers to writing down verbatim what one has listen to, whereas *topicalising* or *schematizing* refer to taking down only key words or phrases. *Topicalising* is writing down a word or phrase to summarize a part of a text while *schematizing* is the method of using graphics to organize notes. Note-taking often happens while listening; the goal is to quickly capture content so we can refer back to it later. Note-making is more common while reading; it consists in deliberately crafting our own version so we can learn and create better. Note-taking is fast, uses the original author's language, and generally feels easier. The issue is the content is often poorly assimilated and easily forgotten. In contrast, note-making is slower, more involved, and uses our own language. As a result, the content is easier to understand and remember.

Note taking is the act of writing down pieces of information in a systematic way. It is the first stage of producing an effective note and is the process which involves writing or recording what you hear, see or read during Lectures, Tutorials, Webinar and Seminar in a descriptive way. Note taking may also be referred to as the practice of recording information captured from another source. By taking notes, the writer records the essence of the Information, freeing their mind from having to recall everything. Note Making is the practice of keeping record from different sources. It essentially goes beyond writing down what you hear or see. Note making is a more intellectual activity than Note taking as it involves selecting,

analysing, and summarizing what you hear and read. Note Making is therefore an active approach to studies as it forces you to think as you have to make decisions about what you write. In some other words, Note Making means taking separate notes from your Lectures, videos, books and creating one document that combines the information you have obtained into a briefing that you will probably use for revision or future reference. Ultimately, Note making can be defined as a way of recording important details from a source. That source could be books, articles, meetings, or any oral discussion.

Multiple Choice Questions.

Q.1 In order to take helpful notes during class, it is important to understand your instructors' style of lecturing.

- a. **True**
- b. False

Q.2 Note-taking should take place

- a. During Class
- b. While reading textbook assignments
- c. In preparation for an exam
- d. **All of the above**

Q.3 It is essential for students to take good notes during class because studies show that we forget 50% of what hear immediately after.

- a. True
- b. False

Q.4 Before a class begins, it is important to

- a. Text your friends and let them know where you are
- b. Review notes from reading assignments and previous lectures
- c. Mentally prepare yourself by clearing your mind of any distractions
- d. **Both B and C**

Q.5 It is crucial that a student write down everything their instructor says during a lecture.

- a. True
- b. **False**

Q.6 Lecture notes should include a variety of information:

- a. Groups of people

- b. Vocabulary relating to the lecture topic
- c. Amounts, ratios, formulas, proportions
- d. All of the above**

Q.7 Note-taking methods include rubrics style, charting, outlining, mapping and Cornell

- a. True**
- b. False

References:

<https://nesslabs.com/from-note-taking-to-note-making>

<https://bscholarly.com/differences-between-note-taking-and-note-making/>

<https://www.proprofs.com/quiz-school/story.php?title=note-taking-workshop-quiz>