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NOTE MAKING



Note making is a crucial skill that helps to filter the important information and help us to retain it. It also makes the text easier to refer to the important points in future. Note making transforms the entire set of information into a manageable size and the key points which make it more readable. It also helps in better understanding of the concept.

There are two formats of Note making like,

1. Linear Note Making
2. Non-Linear Note Making

Linear Note Making

Notes presented here in a very structured manner. Here notes are written in a downward direction like one line after the other with the numbers in the beginning. The format followed is heading, subheading, and points. It also includes keywords, indentation, and abbreviations.

- **Heading / Title** - It shows the topic or the heading of the note. The heading should be very clear and brief in order to have a clear idea of the notes made.
- **Sub heading** - It is a subdivision of the main topic. It is like the heading to the subsections of the passage.
- **Sub-subheading** - One can add more headings below the points for showing the category, types, advantages, etc.
- **Indentation** - It refers to the proper alignment and spacing. It indicates the subheadings, points, sub-points, sub-subheadings, etc.



Note Making Format example :-

1. Heading

1.1 (sub-points)

1.2

1.3

2. Heading

2.1 (sub-points)

2.2

2.3

3. Heading

3.1

3.2 (sub-points)

3.2.1 (sub-sub points)

3.2.2

Tips to make an effective note:

- It is necessary to give a suitable title to notes and maintain proper indentation.
- Use only numbers like 1,2,3.
- Never use alphabets, roman numbers
- Select only the relevant data and include only the essential phrases from the passage.
- Try to use a minimum amount of words. Thus, the usage of full sentences must be avoided.
- It is mandatory to make at least four headings and subheadings.
- If needed abbreviations can be included. Add a full stop after each abbreviation to make it clear for the reader. For example - **Dept.** – **department.**

Use the followings while taking a Note

1. Abbreviations

These are used in order to save time and space when you write notes. Add a full stop after each abbreviation to make it clear for the reader.



Abbreviations Using the beginnings of word

Dem. = democracy

Info. = information

Prof. = Professor

intro = introduction

Abbreviations Using the beginnings of words with the last letter

Dept. = department

Govt. = government

Abbreviations omitting vowels

Prblm = problem

bckgrnd = background

gvt - government

Abbreviations Using the first and the last letter of a word

Mt – mountain

Mr – Mister

Ms – Miss

2. Symbols:

Some common Symbols are also used in Note Making.

SYMBOL	MEANING	SYMBOL	MEANING
→	leads to	←	caused by
↑	increase	↓	decrease
>	greater than	<	less than
&	and	/	Or
e.g.	example	i.e.,	that is
=	equal to	∴	therefore



EXAMPLE 1:

Read the following passage and make notes

Artificial Intelligence (AI) refers to the simulation of human intelligence in machines that are programmed to think and learn like humans. It encompasses a wide range of technologies and techniques, including machine learning, natural language processing, computer vision, and robotics.

AI systems are designed to perform tasks that typically require human intelligence, such as decision-making, problem-solving, understanding natural language, and recognizing patterns in data. The field of AI has seen rapid advancements in recent years, driven by the availability of big data, increased computing power, and improvements in algorithms.

Answer

Title - Artificial Intelligence

1. Human intelligence in machines
 - 1.1. Think and learn like humans
 - 1.2. Wide range of technologies
 - 1.2.1 Machine learning, natural language processing, computer vision, and robotics
2. Tasks performance
 - 2.1. Decision-making, problem-solving, understanding natural language
 - 2.2. Rapid advancements
 - 2.2.1. Availability of big data
 - 2.2.2. Increased computing power
 - 2.2.3. Improvements in algorithms.

Exercise 1: Read the given passage and make notes using Linear Method

Online classes are the new modes of learning which have brought about a revolution in the education system. Online classes have been existing in various countries, but their importance increased only during the pandemic. A lot of colleges and universities never accepted a degree certificate that was earned after attending classes online, but now, with the changing time, many renowned colleges and universities have accepted online courses and have shifted to the online method of learning.



One of the merits in Online classes have been more accessible and accepted by students as well as teachers. We connect with different people from around the world through online classes, which makes students more competent and engaging. Students have become smarter and technologically sound with online classes, and it has also helped teachers to be more technologically sound. With the growing demand for online classes, education has become more comforting and more satisfying.

It has been noticed that student's performance has improved due to online classes, which is why most students have accepted online learning methods. There was a time when girls were not allowed to go to college to attend classes, and there were many restrictions to choosing a course, but with the increasing demand for online classes, there are no more limitations to education. The students now have all the freedom to choose any course of their choice and build their careers as per their choice. Therefore, online education has been a great help and revolution in today's learning system.

Paragraph 2:

Global warming refers to the gradual rise in the overall temperature of the atmosphere of the Earth. There are various activities taking place which have been increasing the temperature gradually. Global warming is melting our ice glaciers rapidly. This is extremely harmful to the earth as well as humans. It is quite challenging to control global warming; however, it is not unmanageable. The first step in solving any problem is identifying the cause of the problem. Therefore, we need to first understand the causes of global warming that will help us proceed further in solving it.

Global warming has become a grave problem which needs undivided attention. It is not happening because of a single cause but several causes. These causes are both natural as well as manmade. The natural causes include the release of greenhouses gases which are not able to escape from earth, causing the temperature to increase. Further, volcanic eruptions are also responsible for global warming. That is to say, these eruptions release tons of carbon dioxide which contributes to global warming. Similarly, methane is also one big issue responsible for global warming.

Global warming can be stopped when combined efforts are put in. For that, individuals and governments, both have to take steps towards achieving it. We must begin with the reduction of greenhouse gas. Furthermore, they need to monitor the consumption of gasoline. Switch to a hybrid



car and reduce the release of carbon dioxide. Moreover, citizens can choose public transport or carpool together. Subsequently, recycling must also be encouraged.