



SNS COLLEGE OF TECHNOLOGY

(An Autonomous Institution)

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COURSE NAME : 23ENT101 COMMUNICATIVE ENGLISH

I YEAR /I SEMESTER

Topic : Reading and Note Making Using linear method





Differences Between Note Taking and Note Making



- Note making is the process of creating simple notes and rewriting them in your own words. Through note making, you can reword someone else's ideas into notes that fit your needs.
- Note taking is the process of typing notes as you read or listen to something in real time. When note taking, you flex your multitasking skills and think on your feet as you work to jot down all the important stuff.



NOTE MAKING



- Good note-making...
- enables you to avoid unintentional plagiarism
- helps you to focus on what is important in what you are reading
- helps you to understand and remember material, and make connections
- helps you to structure the assignments you're researching for.



NOTE MAKING



- **There can be problems...**
- note-making can distract you from listening to lectures
- note-making creates additional stress on those who do not write naturally
- Some times you can end up with so many notes that you have to spend twice the amount of time going through them again to find out the important points!



CHARACTERISTICS OF GOOD NOTES



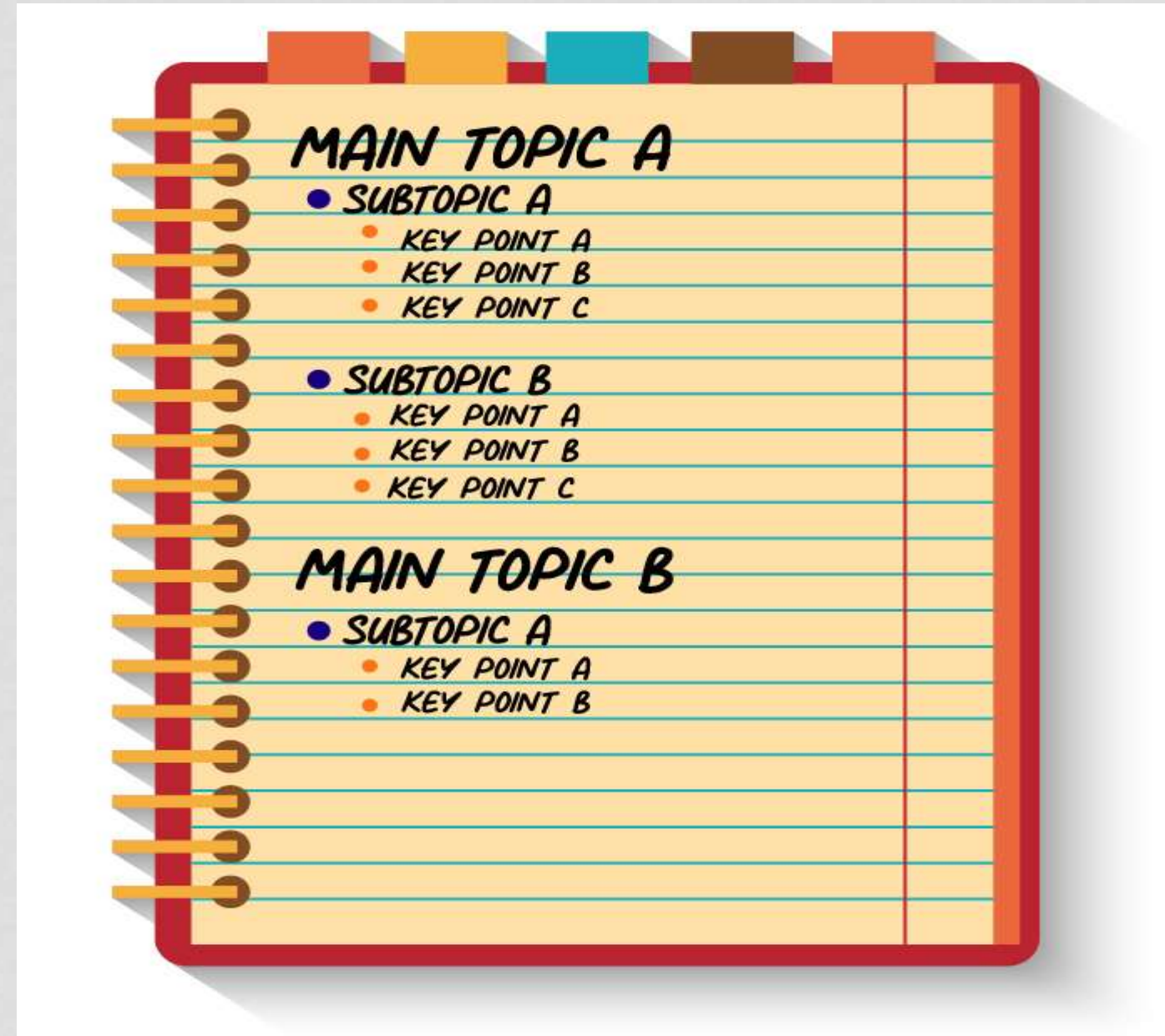
- Short and Compact
- Complete Information
- Logical
- Understandable



Types of Note Making



- The Outline method
- The Mapping Method
- The Cornell Method
- The Linear Method





How to write note making-Follow the following steps:



Step 1 : Read the passage carefully.

Try to get the theme and subject of the passage. You may ask yourself: “What is this passage about?” This will provide you the gist.

Step 2 : Read carefully. Identify main ideas and important supporting details.

Step 3 : Make notes of the main ideas under headings and add sub-points under sub-headings.

Step 4 : Use proper layout/format,

Indented, linear form

Sequential form

Tabular form

Flow chart

Pie chart, graphs or diagrams, etc.

Step 5 : Use recognizable abbreviations wherever possible



suggestions for making linear notes more useful



Here are some suggestions for making linear notes more useful.

- Use loads of HEADINGS for main ideas and concepts
- Use subheadings for points within those ideas
- Stick to one point per line
- Underline key words
- You can use numbering to keep yourself organised
- Use abbreviations - and don't worry about using full sentences
- Leave plenty of SPACE - for adding detail and for easy reading



Format -A typical note making format should look somewhat like this



Heading I. Sub Heading

I a. sub point

I b. sub point

I c. sub point

I c (i). sub – sub point

I c (ii). sub - sub point

II. Sub Heading

II a. sub point

II a (i). sub – sub point

II a (ii). sub - sub point

II a (iii). sub – sub point

II b. sub point

II c. sub point

III. Sub Heading III a. sub point III b. sub point III c. sub point III c (i). sub – sub point

Key: Abbreviations used Symbols used



Example Passage

Read the following passages carefully and make a note by using linear method:

A **headache** is usually caused due to the spinal misalignment of the head, due to the posture. Sleeping on the stomach with the head turn to one side and bending over positions for a long time make it worse.

In **migraine** headaches, the pains usually on one side of the head may be accompanied by **nausea**, vomiting irritability and bright spots of flashes of light. This headache is meant worse by activities especially bending. The throbbing pain in the head worsens by noise and light. Certain triggers for migraines may be chocolate, **caffeine**, smoking or MSU in certain food items. The pain may last eight to twenty four hours and there may be a **hangover** for two or three days. Migraines are often produced by an ‘aura’----- changes in sight and sensation. There is usually a family migraine.

If the headache troubles you often, visit the doctor, who will take a full health history relating to diet, life **stresses**, the type of headache, triggering factors and relief measures. You may be asked to keep a ‘headache diary’ which tells you to list – the time headache started and when it ended, emotional environmental and food and drinking factors which may contribute to it. The type and severity of pain and the **medications** used which provide much relief are also to be listed.

This helps the doctor in determining the exact cause and type of headache and the remedy thereof.



Notes on the contents of the passage



Title:- Headache and their Treatments

A. Identification:-

- (i) tension headache, or
- (ii) migraine headache

B. Symptoms:-

- (i) Tension headaches
 - (a) feeling tight band around head
 - (b) pain in neck and shoulders
- (ii) Migraine headaches
 - (a) pain on one side of the head
 - (b) vomiting and irritability
 - (c) bright spots or flashes of light

Causes:-

- (i) Tension headaches
 - (a) long stretches of driving
 - (b) long hours of typing or sitting on the desk
- (ii) Migraine headache.
 - (a) Chocolate, coffee, smoking.
 - (b) MSU is certain food items

D. Treatment :-

- (i) Self –care techniques for shorter period.
- (ii) Doctor advice for permanent treatments.



Assessment



Read the following passages and make suitable notes.

Most twins are fraternal, which means they developed from two separate eggs which were fertilized at the same time. Such twins are no more similar in physical characteristics than are any other brothers or sisters. About one third of twins are identical, which means they developed from a single fertilized egg, and usually share a common placenta. Unlike fraternal twins, their genetic makeup is identical, so they have very similar physical characteristics, and are always the same sex.



REFERENCES



1. <https://ca-foundation.in/wp-content/uploads/2018/06/Chapter-5-Note-Making.pdf>

2. <https://www.cbsetuts.com/cbse-class-11-english-passages-note-making-summarizing/>