

Making Notes

Note Making is a way of recording important details from a source. This source can be any book, article, meeting or any oral discussion. In note making, the writer records the essence of the information. It helps us to understand and clarify thinking. Note making saves a lot of time by going through the notes made.

Types of Taking Notes

- 1. Liner Note Taking:** It is the simplest form of note making and is used by most of the people it is one of the most common form of note making. Notes presented here is in a very structured manner i.e., one line after the other. Here, a person writes a note in the form heading, subheading, and points. This is the best method for making notes while reading a book, newspaper or a magazine.
- 2. Pattern Notes:** Pattern notes are notes which are not linear and therefore have some distinctive pattern. Each point is written as briefly possible. (Think of flowcharts and mind maps). It is Usually quite interesting

Steps of Making Notes

Note-taking includes four simple steps, i.e., listening, filtering and, paraphrasing, noting.

Step1: Listen

- Carefully listen to the verbal message in order to identify its purpose and scope.
- Deduce the meanings of words from their context.
- Recognize key terms related to the subject/topic of the lecture.

Step2: Filter

- Do not try to write everything.
- Filter the information received.
- Identify the main points.
- Look out for signal words.

Step3: Paraphrase

- Do not use full sentences.
- Use appropriate words to express the central idea, main points and main supporting details.

Step4: Note

- Use note cards or notebooks to record notes.
- Use appropriate reduction techniques such as symbols to save times.

Note Making Format

There is a fixed note making format. One needs to follow this note making format in order to have a clear and unambiguous understanding from it. The note making format has-

Heading

It shows the title or the heading of note.

Subheading

As the name suggests, a subheading is a subdivision of the main topic. One can use as many subheadings as he or she wants.

Point

Below subheading, there are some points which are the part of the main topics.

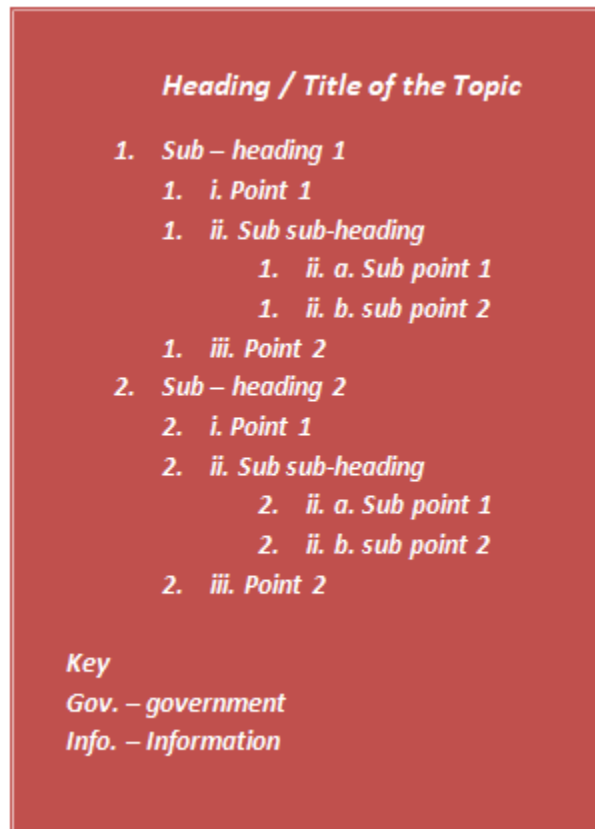
Sub-subheading

One can add more headings below the points for showing the category, types, advantages, etc.

Key or Keywords

The key portion of the note shows the various codes, symbols or the abbreviation used. It helps to get a clear understanding of the keys used in the note making format.

Notes



Advantages of Note Making

There are some advantages of note making.

- It has great importance in exams or in academic writing
- It is an organization of main points for future use
- Note making helps in keeping the information handy whenever we require
- It helps in understanding and provides a permanent record
- It helps in understanding a material if the notes are in own words
- It distinguishes between main points and details.

Subject: Communications
Topic- Making Notes in Communications
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Disadvantages of Note Making

- note-making can distract you from listening to lectures
- note-making can put additional stress on those who do not write naturally

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