

S.B.Patil Jr. College, Ravet

Writing Skills: Note Making

Subject : English

Class XII

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Note Making

What is note making?



Note making is not just about writing down everything you hear or read. It is a process of reviewing, connecting and synthesising ideas from your lectures or reading.



Edit with WPS Office

Why should we make the notes?

- 1) To stay active and engaged during the lectures or reading.
- 2) To remember the study material easily
- 3) To organize your ideas and make connection between the points
- 4) To read at the eleventh hour
- 5) To save time



What your notes should contain?

- 1) Source Information (Title, name, date)
- 2) Headings, sub- headings, key points
- 3) Examples, triggers: sign/symbols/drawings/ colours
- 4) abbreviations : poss- possibly, govt.- government, info- information, betn-between etc.
- 5) List of Abbreviations.
- 6) Indent.(format)

Heading / Title of the Topic

1. *Sub – heading 1*
 1. *i. Point 1*
 1. *ii. Sub sub-heading*
 1. *ii. a. Sub point 1*
 1. *ii. b. sub point 2*
 1. *iii. Point 2*
2. *Sub – heading 2*
 2. *i. Point 1*
 2. *ii. Sub sub-heading*
 2. *ii. a. Sub point 1*
 2. *ii. b. sub point 2*
 2. *iii. Point 2*

Key

Gov. – government

Info. – Information

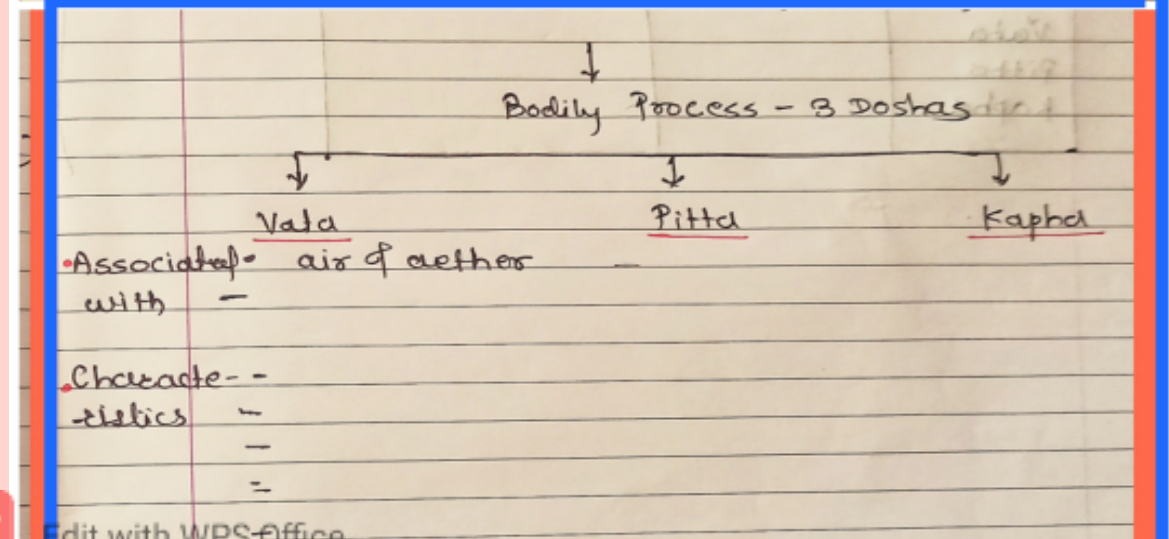
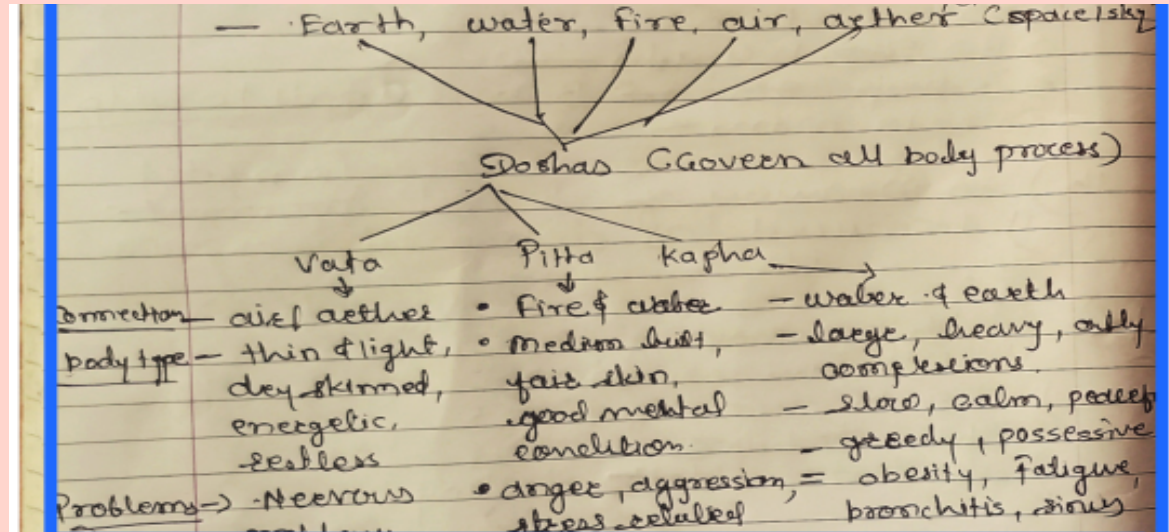


3 stages of Note Making

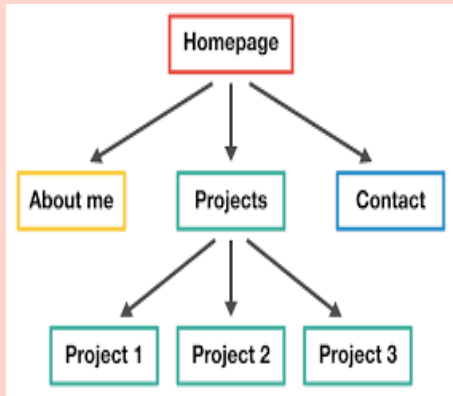
1) Before: Find the purpose of the reading or the lecture.

2) During: Note down the main idea and key words

3) After: Review and organise your notes.



Types/Templates of Note Making



Method	Description	Advantages	Disadvantages	Notes
Outline				
Flowchart				
Diagram				
Table				



Read the following extract and complete the table given below it.

Ayurvedic Medicine Facts

Fundamentals of Ayurvedic Medicine

To understand Ayurvedic treatment, it is essential to have an idea of how the Ayurvedic system regards the human body. The basic life force in the body is prana, which is also found in the elements and is analogous to the Chinese notion of chi. As Swami Vishnudevananda, a yogi and expert, put it, "Prana is in the air, but is not the oxygen, nor any of its chemical constituents. It is in food, water, and in the sunlight, yet it is not vitamin, heat, or light-rays. Food, water, air, etc., are only the media through which the prana flows."

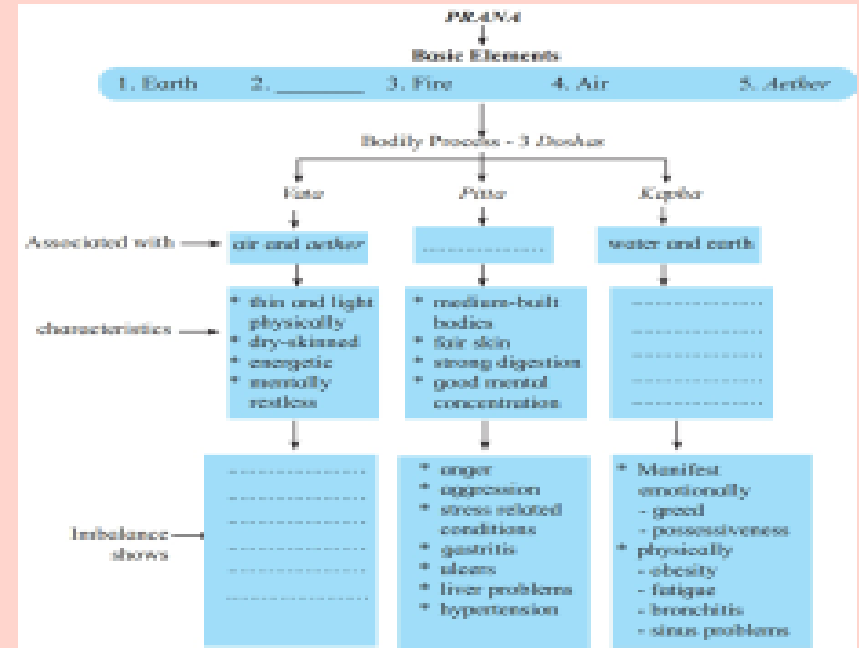
In Ayurveda, there are five basic elements that contain prana: earth, water, fire, air, and aether. These elements interact and are further organized in the human body as 3 primary categories or basic physiological principles in the body that govern all bodily process known as the doshas. The three doshas are vata, pitta, and kapha. Each individual

has a unique blend of the three doshas, known as the person's prakriti, which is the reason why Ayurvedic treatment is always personalized. In Ayurveda, illness is regarded as a state of imbalance in one or more of a person's doshas, and an Ayurvedic physician works to adjust and balance them, via a variety of methods.

The vata dosha is associated with air and aether, and in the body, promotes movement agility. Vata people are typically thin and light physically, dry-skinned, very energetic and mentally restless. When vata is out of balance, there are often nervous problems, hyperactivity, sleeplessness, lower back pains, and headaches.

Pitta dosha is associated with fire and water. In the body, it is responsible for metabolic processes and digestion. Pitta characteristics are medium-built bodies, fair skin, strong digestion, and good mental concentration. Pitta imbalances show up as anger and aggression and stress-related conditions like gastritis, ulcers, liver problems, and hypertension.

The kapha dosha is associated with water and earth. People characterized as kapha are generally large or heavy with more oily complexions. They tend to be slow, calm, and peaceful. Kapha disorders manifest emotionally as greed and possessiveness, and physically as obesity, fatigue, bronchitis, and sinus problems.



Example : Transfer the above information in the form of a table :

Bodily Process

Doshas	Associated with	Characteristics	Imbalance causes
Vata	air and aether		
Pitta		strong digestion	
Kapha			greed

