



CHAPTER 5

NOTE MAKING

NOTES

Human Knowledge is expanding in a breath-taking speed in modern age. Since we live in a very busy world and in order to save time at our disposal, one needs to learn the art of note-making. Notes help us to remember important details in a given text. It refreshes our memory about what we read sometime in the past; also helps us to prepare for various situations in life like examination, participation in a discussion, writing essays or reports, etc.

Characteristics of a good note:

1. They are brief and to the point.
2. Only the relevant facts are given
3. Words/phrases are used. Full sentences are often not necessary.
4. Information is presented in a logical sequence.

