



**CLASS IX and X**  
**ENGLISH COMPOSITION**  
**LESSON 2- NOTE MAKING**

**NOTES**

**Note making** is a process of noting down important information, ideas, facts, view points and arguments contained in a written text for quick reference. However, there are certain communicative functions for notes. There may be overlapping between functions.

**Some of the functions may be:**

- i) Giving instructions.
- ii) Making arrangements
- iii) Making requests and
- iv) Apologizing

**Abbreviation for words and phrases:**

- i) Year = yr
- Month = mth
- Hour = hr
- Minute = mt
- Second = sec
- Kilogram = kg

- ii) and so on = etc.
- compare = ct
- that is = i.e.
- for example = e.g.
- namely = viz.

- iii) use of mathematical symbols

a) use of numbers instead of words

e.g. twenty five : 25

b) the same as becomes : =

c) less than : <

d) more than : >

e) therefore : ∴



These become more convenient in taking notes of speech. However, in making notes in formal language, these symbols are less used.

**Points to remember for Note Making Format:**

- 1) Read the passage carefully.
- 2) Avoid using long sentences as heading or title.
- 3) Ignore information which is less important.
- 4) Make notes of the main ideas in brief, clear and specific way.
- 5) Use proper layout/format.
- 6) One must be very careful with the use of language.
- 7) Use recognizable abbreviations wherever possible.
- 8) Use logical sequencing.

**Example:**

1. Discipline is the most important thing in everyone's life. Without discipline one cannot live a happy life. It is the act of living life following some rules and regulations. Discipline is everything which we do in the right way in right time. It leads us on the right path. We all follow various types of discipline in our daily lives. There are many examples like we wake up in the early morning, do brush our teeth, take bath, take breakfast, go to school at right time, etc. all are discipline.

**Notes:**

**Discipline**

- i) Discipline is the most important act of life.
- ii) One cannot live happily without discipline.
- iii) Follows some rules and regulations.
- iv) Includes what we do in the right way in right time.
- v) It leads us on the right path.
- vi) Doing our daily activities is a good example of discipline.

**Summary:** Discipline is one of the most important acts of life, without which one cannot live happily. We have to follow some rules and regulations. It includes what we do in the right way in right time to lead us on the right path. Doing our daily activities is a good example of discipline.

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