

Note making and Summarising

Note making is an integral part of reading and summarizing the text. You must have seen people write diaries to note down their thoughts, crucial information and creative ideas. The diaries are personal, may or may not be shared. You have read excerpts from the diary of Anne Frank. It was published very late after her death. Her diary became historical document.

Note making is form of noting down important information briefly for the sake of using it for some other purposes like writing report, summary, answers, or essays etc. Usually, it is difficult to remember a great deal of new information without writing down important parts of it.

Characteristics of note making

- Notes are brief
- Notes have brief information about what we have read and listened.
- The information is listed in note-form
- Usually complete sentences are not very often used
- Information is logically divided and subdivided by the use of figures, letters and hyphens
- Abbreviations and symbols are used a great deal
- Notes should make sense even though read after a long interval.

Divisions in note making are made as follows;

- The divisions are made like this:
Main sections : 1, 2, 3, etc.
Sub-sections : (i), (ii), (iii), etc.
Sub-sub-sections : (a), (b), (c), etc.

- Another common method is the ‘decimal’ system..

Main sections : 1, 2, 3, etc.

Sub-sections : 1.1, 1.2, 1.3, etc.

Sub-sub-sections : 1.1.1, 1.1.2, 1.1.3, 1.2.1, 1.2.2, etc.

Aditya is news reporter with the newspaper *Daily Times Bangaluru*. The following notes on the accident in the city are taken from his diary.

Read the notes and prepare a report based on the notes in 130 – 150 words.

- Mr. Talukdar driving car on Lal Bagh-Basavangudi Rd, towards Lal Bagh
- At point where road goes up hill and bends to right. No pavement, but fence on left.
- His speed 40 kph, road 7m wide and wet
- Truck parked on left 10m before top of hill
- Talukdar passed truck, 2 cyclists approaching
- Talukdar turned left because of cyclists, skidded because road wet, hit fence.

Summarising

Note making follows summarizing. The following are some hints for writing a good summary.

- Read the title carefully and try to gather information about the text from the title.
- Read the original text thoroughly to understand the sense and the meaning
- Use dictionary or other authentic source like internet to find the meaning of unfamiliar words
- A summary should be a brief of the long piece of writing

- Do not use chunks of language from the original
- Summary should not appear as collection of ideas, information in the text rather there should be coherence and cohesion in writing the summary
- Underline the important points
- Identify the important arguments in the text
- Make diagrams or figures to highlight the information
- Link the title and the information in the paragraphs
- Interpret the provided illustrations where ever required
- Use headings and sub headings for writing information
- Read the text again and revise your notes.

• **Make use of the following words and expressions for presenting the points in the text.**

Says	Concedes
Elucidate	Proves
Criticizes	Emphasises
Argues	Implied
Criticises	Helps us understand

You can add more words and expressions.

- Make use of the adverbs with the above words and expressions while writing summary.

The following are some examples;

Honestly	Realistically
Seriously	Tactfully
Carefully	Conclusively

Read the passage below from *Discovering Tut: the Saga continues* by A R Williams in

Hornbill- Class xi text book.

All afternoon the usual line of tourists from around the world had descended into the cramped, rock-cut tomb some 26 feet underground to pay their respects. They gazed at the murals on the walls of the burial chamber and peered at Tut's gilded face, the most striking feature of his mummy-shaped outer coffin lid. Some visitors read from guidebooks in a whisper. Others stood silently, perhaps pondering Tut's untimely death in his late teens, or wondering with a shiver if the pharaoh's curse — death or misfortune falling upon those who disturbed him — was really true. "The mummy is in very bad condition because of what Carter did in the 1920s," said Zahi Hawass, Secretary General of Egypt's Supreme Council of Antiquities, as he leaned over the body for a long first look. Carter—Howard Carter, that is — was the British archaeologist who in 1922 discovered Tut's tomb after years of futile searching. Its contents, though hastily ransacked in antiquity, were surprisingly complete. They remain the richest royal collection ever found and have become part of the pharaoh's legend. Stunning artefacts in gold, their eternal brilliance meant to guarantee resurrection, caused a sensation at the time of the discovery — and still get the most attention. But Tut was also buried with everyday things he'd want in the afterlife: board games, a bronze razor, linen undergarments, cases of food and wine.

The following are the notes based on the above passage in jumbled order.

Arrange the points in order of sequence and summarise the passage in 70 to 80 words.

Notes

- Keenly watched the murals on the wall
- Egypt's Supreme Council of Antiquities have declared that mummy is in bad shape
- Curious to know about the king and mystery around his death.
- Carter searched the place hastily causing much harm to the mummy.
- Things of everyday use were buried in the tomb.
- A large number of tourists visited the tomb of King Tut
- Howard Carter was a British archaeologist.

- Carter discovered the Tut's tomb.
- Rich collection of treasures
- Feeling of awe and mystery inside the tomb.