

## 2. Note- making

### Tips To Prepare Notes:

- 1.Prepare notes using phrases only, never use complete sentences.
- 2.The topic sentence of each paragraph is the main point and ideas affiliated to it are Sub-points-one or more, depending on the concepts in the paragraph.
- 3.Each sub-point may or may not have supplementary ideas which become sub-points.
- 4.Provide an appropriate title for the notes or the summary or abstract, as given in the question.
- 5.Include a minimum of 4-6 distinctly different recognizable short forms i.e., abbreviations of the words in the notes.
- 6.Cover all the important points in the notes meaningfully to prepare the abstract/summary in about 80100 words.
- 7.Write the summary or abstract in complete sentences in a paragraph.

## How To Summarize A Given Passage

\* Read (First Read): Read the passage very carefully and critically. Read the passage straight through. Do not stop to look up anything that gives you trouble at the first reading. You should get a feel for the author's tone, style and main idea.

\* Reread (Second Read): Rereading should be active reading. Underline the topic sentences and key facts with pencil. Label the areas that you want to refer to as you write your summary. Also label the areas that you find irrelevant. Identify areas that you do not understand and try to clarify those points.

\* One Sentence at a time: Now write the main idea of each paragraph in one well-developed sentence. Make sure that what you include in your sentence are key points and not minor details.

\* Write a Thesis Statement: The key to a well-written summary is the Thesis Statement. A quality Thesis Statement could either express one main idea or assert your conclusions about the subject. Generally, a thesis statement consists of the following parts –

- a clearly identifiable topic or subject matter, and
- a succinct summary of what you have to say about that topic.

\* Ready to Write: You can use Thesis Statement as the introductory sentence of your summary, while your other sentences can make up the body.

In fact, a good summary should give ideas, facts or points in the order in which they are given in the original text.

Add some transition words such as-then, however, also, moreover etc., that help with the overall structure and flow of the summary. The following tips will help you to write a good summary:

- Write in the present tense (preferably in active voice).

- Be Concise-Summary should be within the word limit (about 80 words) and should be coherent without any errors in logic. Don't put your opinions, ideas or interpretations into the summary.

\* Check for Accuracy: Reread your summary and make sure that you have accurately represented the author's ideas and key points. Make sure that your summary does not contain your own comments.

\* Revise: Revise your summary for style, grammar and punctuation. Correct all the errors in composition and rewrite it if needed.