

#### **4.4. WRITING: NOTE MAKING/ NOTE TAKING (STUDY SKILLS TO BE TAUGHT, NOT TESTED); WRITING RECOMMENDATIONS; TRANSFERRING INFORMATION FROM NON-VERBAL (CHART, GRAPH ETC, TO VERBAL MODE)**

##### **NOTE MAKING/ NOTE TAKING (Study skills to be taught, not tested)**

Note making is a systematic process which involves selecting, analyzing and summarizing. It is an essential tool for preparing examinations, lectures, seminars and so on.

##### **Steps to be followed while making notes**

1. Read the passage thoroughly.
2. Identify the purpose of the passage.
3. Identify the main points and sub points.
4. Make the information in concise form by using abbreviations and acronyms.
5. Write main title in capital letters.
6. Include sub titles.
7. Write main points point wise and not in essay type.
8. Include sub points.
9. Add examples if mentioned.
10. Add bar charts. pie charts, pie charts. Tree diagram if necessary.
11. Use short forms.
12. Add understandable symbols.
13. Include images if necessary.
14. Use abbreviations.
15. If you expand the hints into sentences. you will have to get the essay in completed version.

##### **Example-1**

##### **Read the following passage and make notes:**

Ostrich, the largest Living bird of Africa cannot fly. Its small wings are used as balance when it is running at high speeds. The Ostrich ay reach eight feet in height as

and often weighs 300 pounds. The head and neck of the Ostrich are nearly bare of feathers. Its legs are long with only two toes each. The plumage of the male (cock) is dark brown or black with white tail and farmer was prized for decoration, especially for women's hats. The Ostrich is a greedy eater. Its food is mainly plants, berries and seeds. At times swallow large stones, bits or iron. etc.

During mating season, the cock lives with three or four hens to save their eggs in one shallow hole scooped in sand. The hens sit on the eggs to keep them warm. The cock takes his turn at night. There may be 10 - 20 large white heavy shelled eggs in one nest. Each egg is equal to two dozen of chicken eggs and just as good to eat.

### **ANSWER**

Ostrich- The Largest Bird

#### **1. Appearance of the Ostrich**

- (a) Large size
- (b) Small wings
- (c) Height - 8 feet
- (d) Weight- two toes
- (e) Long legs - two toes
- (f) Long neck
- (g) Beauty of the plumage of the male.

#### **2. Special characteristics of the bird**

- (a) Running at high speed
- b) Greedy eater
- (c) Big eggs

#### **3. Its breeding habits**

- (a) Hens laying eggs
- b) Hens sitting on the eggs in daytime
- (c) Males on the eggs at night

#### **4. Its food habits**

- (a) Chief food plants, berries, seeds, etc.

b) Swallowing large stones bits of iron.

### **Example-2**

**Read the following passage and make notes:**

It is like a horror movie without an end. Scenes of death and devastation brought to the worst ever quake to hit the county since independence" are now etched permanently in our memory. On the morning of January 26, the unstable earth under the Rann of kutch in northern Gujarat heaved and collapsed causing an earthquake that recorded 6.9 in the Richter scale (China recorded 7.4 and the U.s, measured 7.9 due to different methods of calculation). But no scale can possibly measure the magnitude of the desolation and sorrow that the Killer quake left behind in the villages, towns and cities of Gujarat, Places like Bhuj, Anjar, Bachau and Sukhpur have been completely flattened. Building collapsed trapping thousands of people in the rubble and left the survivors with nothing to live for. We saw the grief- stricken faces of those who had lost their families, distraught men, women and children huddled in the open in the cold night, terrified villagers on foot desperately looking for places that might be safe.

What causes an earthquake? The surface of the earth is made of huge plates, they slowly move over, under and past each other. Sometimes the movement is gradual at other times the plates lock into one another unable to release the energy created by the movement. When this accumulated energy grows strong enough, the plates break free and snap into a new position. Vibrations make the structures around quiver and shake and fall. The fracture in the earth's crust is called a "fault". If all the stress has not been released more tremors (aftershocks) can occur in the fault zone. The epicenter is the point on the earth's surface directly above where the quake is focused. Earthquakes can occur beneath the ocean floor. Then immense waves (tsunamis) as high as 15 meters caused by the freed energy travel across the waters at great speed and reach the shores. They engulf the coastal areas and cause severe damage.

India has a grim history of earthquakes. Calcutta (1737), 3,00,000 dead and Assam saw the worst of them A series of tremors ravaged Udaypur, Uttarkashi, Chemoli,

Latur, Jabalpur in the last twelve years. The Rann of Kutch itself lost 2,000 people in the 1819 quake and again last year. Dams built in the quake-prone arrears, concentration of population, decrease in ground water level can all be reasons for these disasters, say environmentalists. Dr. R. Bilham of Colorado warns that because of the south ward movement of the surface, 60 percent of the Himalayas are overdue for quake.

### **ANSWER:**

Earthquakes in India - A Study

#### **1. WORST EARTHQUAKE**

2001, Jan 26th, in Northern Gujarat

6.9 Richter scale

China faced earthquake with richter scale 7.4

U.S. faced earthquake with richter scale 7.9.

Bhuj, Anjar, Bachau and Sukhpur completely flattened.

Families looking for shelter

Grief stricken faces-affected people

#### **2. CAUSES OF EARTHQUAKE**

Plates of the earth move.

Movement of tectonic plates gradual / slower

Sometimes faster

Energy goes strong. plates break

Heavy vibration

The structures start to quiver and shake.

#### **3. EPICENTRE**

Called fault zone

More tremors

Fracture in the earth crust called fault

Quake is focused straight above the epicentre.

#### **4. EARTHQUAKES IN THE SEA**

Cause immense waves

15 metres high

Water engulfs coastal areas

Causes severe damage

## 5. EARTHQUAKES IN INDIA

Calcutta (1707)

Assam (1897)

Rann of Kutch (1819)

## 6. REASONS BY ENVIRONMENTALISTS CONCLUSION

Dams built in quake prone areas

Population increase

Decrease in ground water level

60% of Himalayas overdue for quake due to southward movement of the surface

## WRITING RECOMMENDATIONS

Recommendation is a suggestion or proposal as to the best course of action, especially one put forward by an authoritative body. It is written to observe it for better execution of work.

Note: It begins with the pronoun 'you' you can write like 'you should/ not', 'you must /not'.

### Example

#### 1. Write eight set of recommendations to attend the interview.

- 1) You should dress neatly.
- 2) You should take all the original certificates.
- 3) You should take the interview call letter.
- 4) You should arrive the spot on time.
- 5) You should ask permission before entering the hall.
- 6) You should not be nervous.
- 7) You should speak only the true details.
- 8) You should avoid the lengthy answers

**2. Write eight set of recommendation to safeguard yourself against ATM banking frauds.**

- 1) You should keep your ATM card in a secure place
- 2) You should cover keypad when entering PIN
- 3) You should block the card immediately if you lose your card.
- 4) You should use pin secretly.
- 5) You should memorize PIN
- 6) You should not handover your ATM card to any other person
- 7) You should not ask help from strangers
- 8) You should not leave ATM till your transaction is over.

**3. Write eight set of recommendation to avoid global warming.**

1. You should plant more trees.
2. Deforestation should be avoided.
3. You should avoid burning plastic products.
4. You should minimize the usage of refrigerators.
5. Burning of fossil fuels should be avoided.
6. Usage of vehicles should be reduced.
7. You should avoid jet engine.
8. Awareness should be created among the public to save ozone layer

**TRANSFERRING INFORMATION FROM NON-VERBAL (CHART, GRAPH ETC, TO VERBAL MODE)**

Graphs and charts are the most efficient methods for displaying information in a simple manner. Using this form of representation helps its viewer to understand and interpret the information more easily and efficiently, which otherwise could be a very difficult and tedious process. Graphs, charts and tables can be invaluable in a formal report.

**Different types of data interpretation:**

- ❖ Pie chart
- ❖ Bar chart
- ❖ Tabular column
- ❖ Flow chart

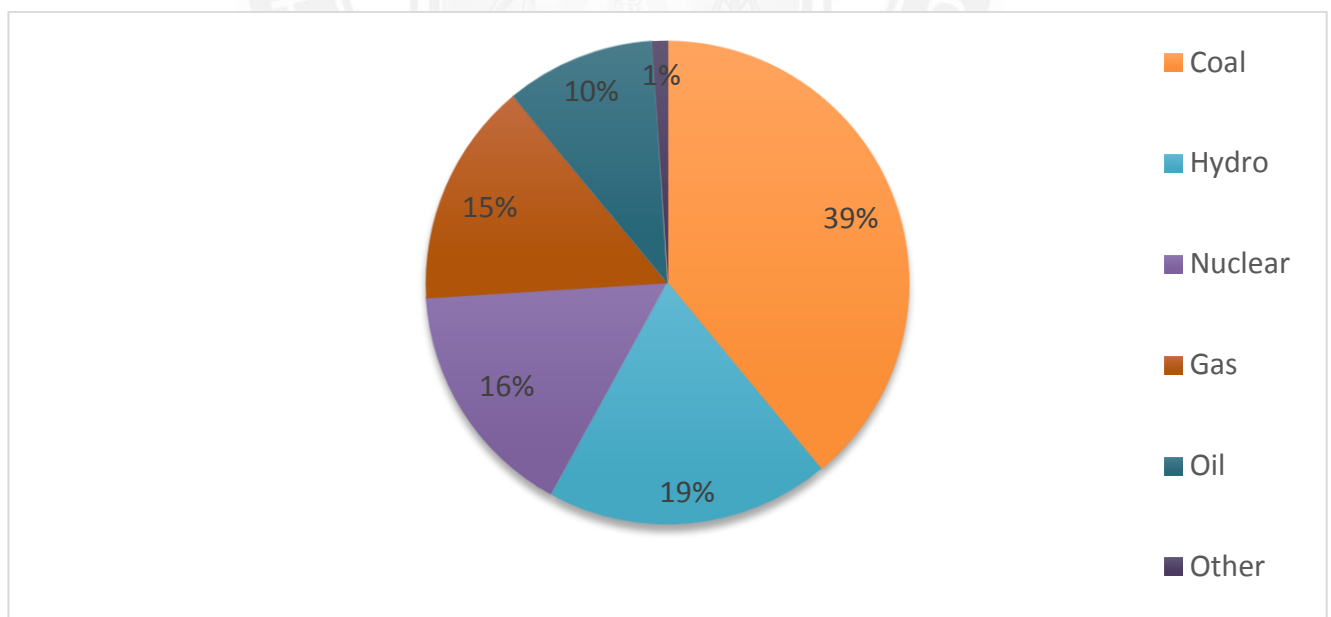
**PIE CHART**

A pie chart is a way of summarizing a set of categorical data. It is a circle that is divided into segments. Each segment represents a particular category. The area of each segment is proportional to the number of cases in that category. The segments are arranged in alphabetical order and proceed in a clockwise direction. Each part is made distinct with the use of different shades or designs

**Example:**

❑ The following pie chart shows the available worldwide sources of electricity.

Write a paragraph explaining the chart.

**Answer:**

The pie chart shows information about sources of electricity available worldwide and specific figures for selected countries. Overall, fossil fuels, such as coal, oil and gas are the most important sources of electricity.

The pie chart shows the main sources of electricity worldwide. Coal is the most

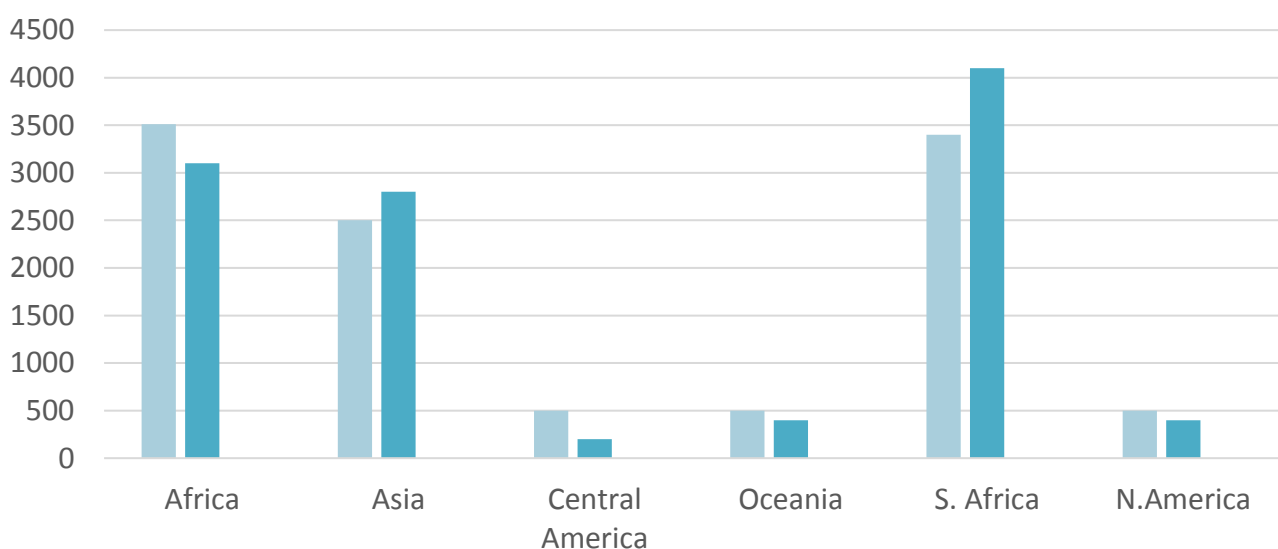
important source, at 39%. This is followed by hydro-electric power at 19%, and nuclear power at 16%. A quarter of the world's electricity is produced from oil and gas. However, if all the fossil fuels, coal, oil and gas are added together, they account for almost two-thirds of electricity production. Other sources, such as wind power or solar power, contribute only a little towards electricity generation. In conclusion, sources of power vary greatly among countries. However, most countries worldwide rely on fossil fuels such as coal, oil, and gas.

## BAR CHART

A bar chart is evenly spaced bar extending horizontally or vertically. It can present the relationship of numbers in two or three dimensions.

### Example:

**Tropical Deforestation by region, 1990-2000 & 2000-2005**  
**In thousands of hectares per year Data score**



### Answer:

This bar chart gives details about the deforestation occurred in different countries during two time zones. In the bar chart, the range at which the deforestation that took place between 1999 – 2000 and 2000 – 2005 in various countries is given. In the first



time zone, three thousand and six hundred hectares of forest were cleared in Africa. Two thousand and five hundred hectares were cleared in Asia. Four hundred and eighty hectares of forest were cleared in Central America whereas five hundred hectares were destroyed in Oceania. In contrast, three thousand and eight hundred hectares were cleared in South Africa. The deforestation activity in North America was noted to be four hundred and eighty hectares. Thus, the study for the year 1999 – 2000 shows that compared to Africa, Central and North America and Oceania are noted to be better while the deforestation in Asia seems to be equal to the African countries. In the time zone between 2000 – 2005, it is noted that except for Asia and South Africa, all the other countries had tried to reduce their deforestation activity. Africa is found to have reduced to three thousand and two hundred hectares – four hundred hectares less than the previous time zone. Asia is observed to have increased its destruction activity by three hundred and fifty hectares raising the total to two thousand eight hundred and fifty hectares. In Central America, only two hundred and fifty hectares were destroyed and in Oceania, four hundred hectares were destroyed, South Africa is seen to have increased the destruction to four thousand and two hundred – four hundred hectares increase. In North America, three hundred hectares only saw deforestation. Thus, it is noted that most countries have understood the ill effects of deforestation and have tried to reduce this activity. All the countries should try to follow this trend and make our earth a beautiful place to live in.

## **TABULAR COLUMN**

Tables give a systematic and orderly arrangement of items of information. Tables eliminate the tedious words, phrases and sentences that can instead be put at the top of the column or at the sides of rows in the tables.

**Registered Motor Vehicles in Metropolitan Cities (in thousands)**

YEAR	KOLKATTA	CHENNAI	MUMBAI	TOAL (K+C+M)	NEW DELHI
1986	339	228	480	1047	961
1991	475	544	629	1648	1813
1994	545	689	608	1842	2239
1998	664	975	860	2499	3033

**Answer:**

This Tabular Column shows the information about Registered Motor Vehicles in Metropolitan Cities (in thousands). Most of India's major cities now are home to more than a million vehicles, all of which contribute to traffic congestion, high road accidents and pollution, according to a Barclay's report titled 'Megatrends: Accelerating urbanization in India'.

In the report, the company's equity strategy team notes that India's transportation infrastructure is unable to keep up with the country's rapid urbanization rates. A growing urban population means rising incomes, which translates into a burgeoning number of vehicles on the road. However, the pace of road network expansion has-been slow and the state of public transportation is poor, leading to a host of problems forth Indian cities.

In 1998, Delhi had the maximum number of cars in the country at 961, followed by Kolkata(339), Chennai (228), Hyderabad (3.3 million) and Mumbai (480. Surprisingly, Mumbai doesn't make the cut, coming in sixth with a little over 2 million cars.

## FLOW CHART

A flow chart is a pictorial representation describing a process using connecting lines and a set of conventional symbols.

### Example:1

Interpret the flow chart carefully and write out a short paragraph.



### Answer:

Chocolate is a known favorite among people of all age group. The process of preparing chocolate is an age-old method. The main ingredients required for the preparation of chocolate is cocoa. Initially the cocoa beans are first roasted in a temperature of 300 degree for 30 minutes.

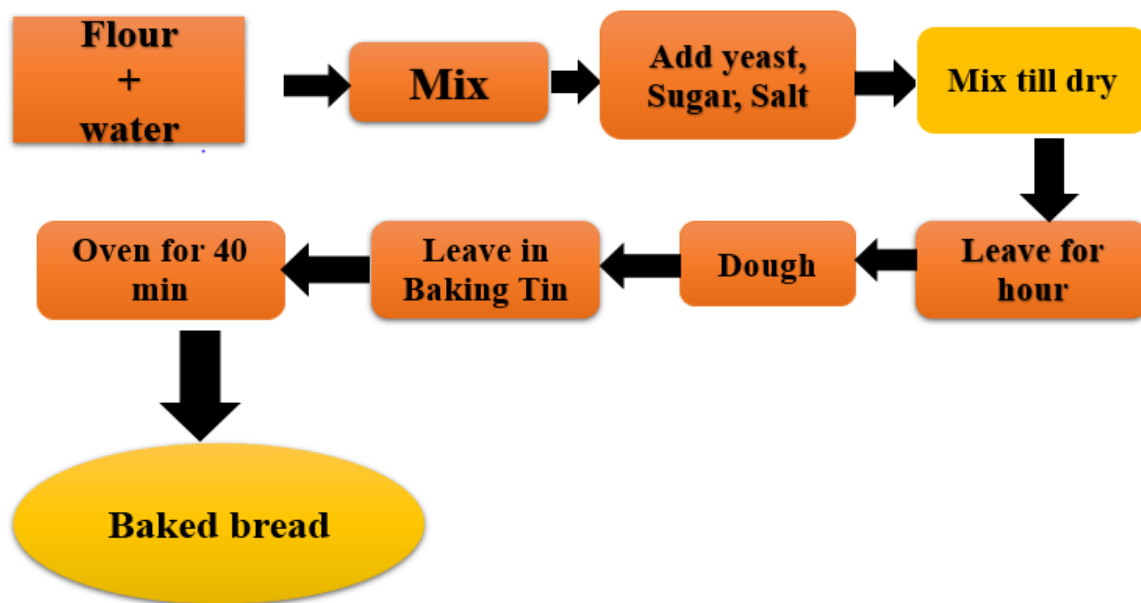
Then these cocoa beans are left for cooling. Then the husk from these beans is removed. The cocoa beans are made into small pieces which are crushed using pepper grinder. Next these crushed particles are turned into brown mush. After which the cocoa bean paste is made ready.

Then this coca bean paste is heated in large pan which is then grinded through

mortar grinding. Next sugar, milk and flavor is added which is poured into mold of desired shape and size. At last this is left to cool which is cut into small bars. Finally they ready to serve and eat.

### Example:2

Interpret the flowchart which represents the process of making bread. Write a paragraph describing the process given in it.



### Answer:

Bread is eaten in most part of the world, but not everyone knows how to bake it. I am going to show you the steps involved in baking bread. First, measure the correct amount of flour and warm water. next, flour and water together in a mixing bowl. add yeast, salt and sugar. next, knead the mixture until its feels almost dry. Leave the mixture for about an hour in a warm place. It will grow in size. After this, knead the mixture again. Make sure the mixture is not sticky when you touch it.

Then leave the dough in a baking tin for about an hour so as to give time to riser. Finally, the dough is put into a preheated oven for about 40 minutes. It can be seen that making bread is not difficult along as correct procedure is followed. You will love the taste and smell of freshly baked bread