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Class 11 English Notes

NOTE MAKING FORMAT



Key Notes and Important Questions with Answers

NOTE MAKING

Characteristics of Notes

1. Short, no full sentences, only points
2. only the important information included
3. logically presented in sequence
4. Organized appropriately under Heading and Sub Heading.

Mechanics of Note-Making

1. Use of Abbreviations :

- (a) Capitalized first letter of words: UNO, CBSE, NCERT etc.
- (b) Arithmetic symbols: (><, -----, kg, % etc.)
- (c) Commonly used : (in newspapers, magazines etc.) : govt. etc., e.g.,
- (d) Invented : First and last few letters of the word with a dot at the end (educ., popn., Mfg.)

2. Proper indentation

Heading Title

- (1) Main point.....
 - 1.1 Sub Point
 - 1.2 Sub Point
 - 1.3 Sub Point
 - 1.3.1 Sub Sub Point
 - 1.3.2 Sub Sub Point

3. Make use of words and phrases only. Avoid full length sentences.

4. **Give Appropriate Title :** The title may be given at the beginning. The notes are of 3 marks and should not be more than 1/3 of the passage's length.

Marking Scheme / Pattern for Note Making and Summarising.

- | | |
|--|------------------------|
| (a) Note-Title | 1 Marks |
| (b) Abbreviation/Contraction | 1 Marks (Minimum four) |
| (c) Sub-Headings (Four as per the requirement) along with 2-3 points | 3 Marks |

(d) Summary

Content

2 Marks

Expression

1 Marks

(Standard word limit for summary is 80 words)

Note : Provide key for abbreviations used in your notes

Key to abbreviations

Prblm = problem

Trpnt = transparent

Rqd = required

Dprsd = depressed.
