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Class 12 English Notes

NOTE MAKING FORMAT

Key Notes and Important Questions with Answers

NOTE MAKING

This question consists of an unseen passage and a student needs -

- to give the passage a suitable title.
- to make notes on the passage, using abbreviations(minimum 4) wherever necessary
- to write a summary of the passage, i.e. to develop the notes into a paragraph.

Marking scheme -

TITLE- 1 MARK

NOTE MAKING- 3 MARKS

ABBREVIATIONS - 1MARK

SUMMARY- 3 MARKS TOTAL- 08 MARKS

TOTAL-08 MARKS

Finding Title

- 1 :- The title should be short, precise and relevant.
- 2 :- Never pick a long sentence as a title.
- 3 :- The title should reveal the spirit and strength of the passage.
- 4 :- Begin title with capital letter. It can be a single word or phrase.

MAKING NOTES

1. Notes should be short, precise and to the point.(Not full length sentences)
2. They should be relevant with important information in logical order.
3. Find suitable headings and sub- headings. (The title should not be repeated.)
4. Avoid using examples, articles or prepositions

STEPS TO MAKE NOTES

STEP 1- Read passage thoroughly.

STEP 2 Locate key words/phrases and sentences.

STEP 3 Divide passage structurally/ thematically for headings. (minimum 3 and maximum 4)

STEP 4- Provide required sub headings under each of the heading.

STEP 5 Use abbreviations in notes (minimum 4) and provide key for the same at the end.

TITLE OF THE PASSAGE

1. Main Heading
 - 1.1 Sub -heading
 - 1.1.1 Sub —sub heading
 - 1.1.2 Sub- sub heading
 - 1.2 Sub Heading 1.3 Sub- heading
2. Main Heading
 - 2.1 Sub —heading
 - 2.2 Sub-heading
 - 2.3 Sub- heading
3. Main Heading
 - 3.1 Sub- heading
 - 3.2 Sub —heading
 - 3.3 Sub- heading
4. main Heading
 - 4.1 Sub- heading
 - 4.2 Sub- heading
 - 4.3 Sub-heading

Summary (Abstraction) Content -2 Marks & Expression - 1 Marks)

1. Develop / expand notes into sentence to form a short paragraph of about 80 – 100 words.
2. Pick up important points to form complete sentences in logical sequences using appropriate linkers without using abbreviations / symbols.

