**How to make Notes easily?**

**What is note ?** -  A Note is that which we write down in order that we can refer to it again and remember something. If we note something down we write down the important and significant points quickly so that we will be able to refer to them later.

**How to make Notes?** --- Notes can be made in four ways : (1) by writing down the important points of a topic elaborately in Simple sentences (2) by jotting down the min points in a telegraphic way . i.e. writing only the content words- nouns, verb, adjective, adverb, using dash (----), compound words, abbreviation, numerals and symbols (3) by writing down the main points with the help of boxes and tree diagrams (4) by writing down the important points through flow charts and tables.

Go through the models given below:

**Passage** : The throw-away spirit of the spirit of wastefulness has become part of American life and consumption only keeps rising. Besides, according to economists, we depend so much on this wasting and buying that people will probably be encouraged to consume even more in the years to come if U.S. economy is to prosper. In other words, these marketing experts say that the average citizen will have to step up his buying by nearly fifty per cent in the next twelve years or the economy will sicken. This means that the producers of household commodities, for example, the T.V. manufactures, will have to find some new means of making further sales since nine out of ten Americans now-a-days have one television set. They could, for instance, launch a campaign for inducing people to have a second TV set- or one for each member of family—or thy could produce a TV set so sophisticated that people would wish to replace their old sets.

**Note 1 ( by following the 1st way )** : throw – away spirit, now part of American life, leads to rise of consumption. According to the economists U.B. should depend on wasting and buying to prosper economically. Producers of household commodities should find out new sales strategies through campaign or more sophisticate productions.

**Note 2 ( by following the 2nd Way )** : American situation : throwaway spirit—consumption keeping rising ; Present problem : sale going down—growth of economy threatened ;  Solution : sales to be increased, production to be made more attractive.

**Note 3: ( by following the 3rd way )**



**Note 4 ( By following the 4th way ) :**

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| --- | --- | --- | --- |
| Which Country | How is the currentSituation? | What problem? | How to solve? |
| *America* | *1.People throw away**2. Economy survives. Things and baby again.* | *1.       Sale comes down.**2.       Economy suffers.* | *1.       To make the**2.       Production more sophisticate**3.        Increase of sales.* |