

Note Making

Chhabindra parajuli
Joint secretary

Introduction

- To be able to make notes from a lecture or a talk, or from an article or a book, or from a project report, or an investigation report, is a very useful skill.
- As you listen to an instruction given by a boss, you should be able to take down the points of the lecture or presentations made by the experts on different fields.
- Later when you look into the notes you have made, you should be able to reconstruct the instruction from them.

Introduction

- Note making skill is essential today because Boss has overloaded from the information.
- Completing your assignments without taking notes earlier, you will find that much of the important tasks to perform have been forgotten or misleading.
- Your notes will be used when your BOSS have no time to go throughout the detail of whole document.
- In advanced study, you will have to read detail project report, Monitoring and Evaluation reports, Different investigation Reports, Feasibility study Report and others which are included in your daily job descriptions.
- To recall and find out the main crux of the reports note- making is an essential skill that equipped you with full understanding of that report.

Essential tips for making notes

- **Draw your attention to the report;**
- **You will be considering the main points made by the BOSS or speaker;**
- **Finding the importance of the presentation;**
- **Skimming skill;**
- **Scoping ideas;**
- **Bird's eye view approach;**
- **The notes are written not in complete sentences, but in brief and clear phrases.**

- 
- **You can use abbreviation in common use. You can also make your own abbreviations for words that are repeated in the passage. For example:**
 - **ag. – against;**
 - **w' - with;**

- 
- w/o- without;
 - refct- reference.
 - As we pass from the main headings to the subheadings, the numbering of the points is spaced a little to the right.

How to make notes

- **Firstly, you should know for what purpose you are making notes;**
- **This will help you to decide how much has to be included and how much can be left out from the big volume of task.**
- **When you make a note from report or a presentation made by an expert or a project report or a final evaluation report, the first step is to read the report through, from beginning to end, to get a "bird's -eye -view" of it.**

answers to the following questions:

- **What does the report deal with?**
- **What may be the possible title for it?**
- **How does the author develop the theme?**
- **What are the main problems to be addressed?**
- **What are the main findings?**
- **What are the main recommendations?**
- **What may be the possible solutions?**

Note making framework

- 1. Title:.....
- 2. Main points:
- 3.
- i.
- ii.
- iii.
- iv.
- 4. conclusion
-

Note Making Exercise

- Over the years, Tribhuvan International Airport (TIA), the sole international airport in the country has seen constant increase in the number of passengers and aircraft traffic. At present TIA handles more than 500 flights daily, including 100 by foreign carriers, during peak travels hours.
- Criticized as one of the worst airports in the world, TIA undoubtedly needs to address its infrastructures bottlenecks and management issues to revamp its image. Poor state of TIA also seems to be affecting the Nepal tourism industry. TIA is struggling to maintain its day to day operation and requires complete overhaul to provide reliable, safe and quality service to passengers. In order to attract foreign tourists, Nepal needs to have a reliable national carrier which can reach new destinations and increase efficacy in aerial connectivity. But, NAC is struggling to expand its operation to new destinations due to lack of pilots, poor management and short-sighted plans. At present, inadequacy of TIA infrastructures and limited aviation capacity are the major bottleneck for Nepal tourism industry.
- Besides the improvement of TIA, Nepal also needs to address other issues at hand for the progress of the aviation industry. We have not been able to tap into the growing demand for airline connectivity due to our infrastructural limitations as well as the expensive state of air fares. Nepal Airlines Corporation (NAC) has struggled to make substantial leap in elevating Nepali aviation sector to newer heights and the presence of private sector has also been limited due to infrastructural restrictions.. Therefore, Nepal seriously needs to prioritize its aviation sector with the efficient execution of its plan and policies.

- 
- Thank you for your kind attention.