

Importance of Note making for Learning

What and How of Learning and Objectivity?

1. WHAT and HOW of Note making?

- 1.1 Notes **are the main points** discussed in a Chapter, or a poem or any topic or talk. They are the ‘Theme’ of that chapter, poem or Talk or Speech. For example, the Theme of Independence Day Speech of the Prime Minister, from the ramparts of Red Fort on 15th August, 2016 , was ‘Good Governance’.
- 1.2 In this theme of Good Governance, the Prime Minister spoke on ‘many points’. These different points are to be noted during ‘Note Making’.
- 1.3 In other words, the points in the theme of a Chapter are interlinked to **weave a pattern of information. This information or pattern** answers five key questions: What? When? Where? How? Why? Illustrations are included to elaborate or substantiate the Points answered by these five questions.
- 1.4 When starting to practice Note making, use the following format. Leave adequate space for writing the points.

No.	Note writing space	Additional comments
1	2	3
1. What?		
2. When?		
3. Where?		
4. How?		
5. Why?		
General points applicable to the theme		

1.5. Up to Classes 8th you will find that more space is taken by points that answer the first three questions. In higher classes, more space is needed for How and Why?

BASIC RULES:

2. Notes should be **self made** and NOT borrowed. This is because the style of note making **is unique** to each person.

3. It is unique because while listening and identifying the main points to be noted, each student / person adds or eliminates, what is already known and what is new to her / him. The person also creates **a mental picture** that is needed to recall the content when needed.

4. **The mental picture** made during the first reading or listening to a topic, **plus the main point** noted by hand, **constitutes the process of 'note making for Learning'** .

This is best understood through the analogy of learning to play a game such as football. Unless you actually play it you cannot learn. When you play a game, each player's style is different and unique, even though the rules of the game are common and same for all players.

5. If you borrowing another student's notes, you will only be obtaining the outline and not the spirit and life content of the notes. This will result in your 'mugging' and not learning.

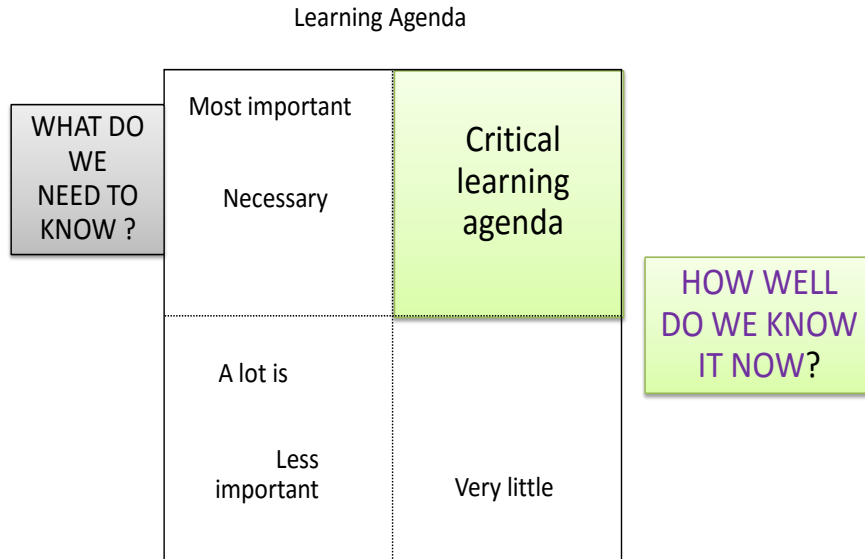
Second Stage of Learning

6. The Second stage of Learning is given in the next format. Initially, each person may have to write the need for learning in the four square format. With practice , this gets noted in the mind, automatically, creating a mental picture of the process for each area of learning. It also leads on to becoming Objective while learning.

2. Assess the situation

What and How do we need to Learn for Learning ?

Creating a learning agenda



Side taken from presentation on 'e-Governance – Project Analysis and Outcome' by Dr. Piyush Gupta, then Jt. Director National Institute of Smart Government, Hyderabad, and Modified for this document

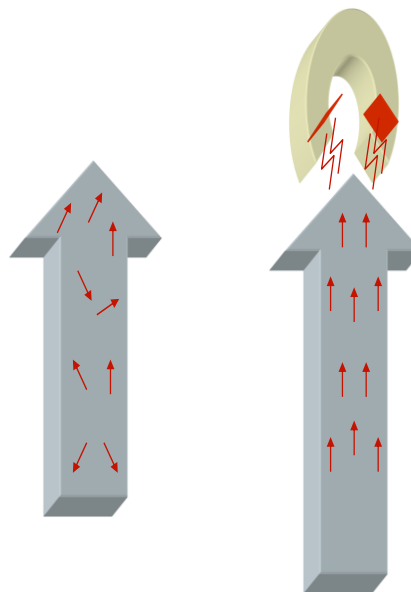
7.

Learning Agenda is the STRATEGY that PROVIDES THE POWER OF ALIGNMENT of all our efforts to learn

The larger external arrow represents the individual, and the smaller red arrows are the efforts made.

Without a strategy. The efforts go haywire in different directions.

This results in failure to achieve.



A strategy is simply a **plan of action** for achieving the objective or vision or purpose of an organisation or an individual.

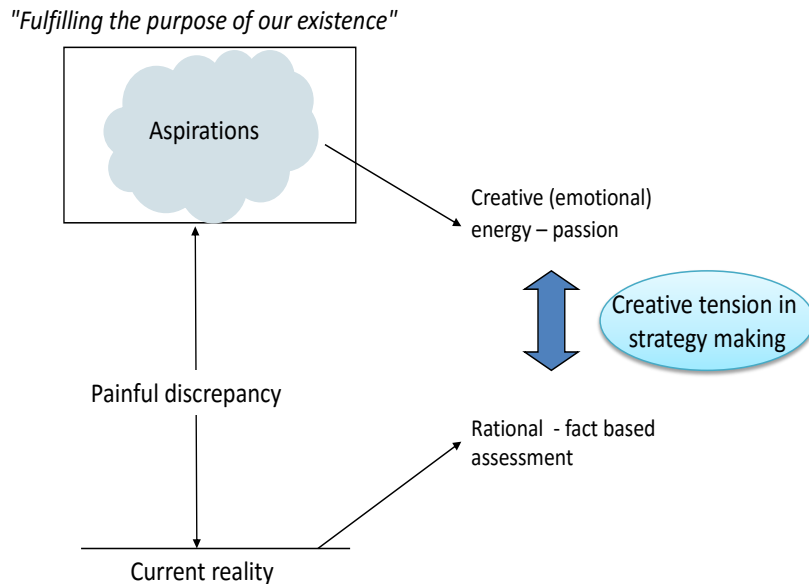
A strategic plan acts as a magnet that pulls all efforts and time of the individual towards one direction.

This leads to success and achievement, and further learning leads to excellence and self fulfilment.

Slides 5, 6, 7 have been modified from the original presentation on Strategy made by Shri. Arun Maira, former Member of Planning Commission, in August, 2010, in a Sevottam Workshop, organized by Government of India, DARPG.

8.

STRATEGY MAKING: HEAD IN CLOUDS, FEET ON GROUND



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9. OBJECTIVITY IS **THE KEY** TO STRATEGY MAKING: Objectivity means making an unbiased assessment of a situation. Emotion and personal bias is not allowed to intervene or colour the evaluation. Objectivity makes a winner appreciate talent and better moves even in the opponent.
10. The true champions in every field are objective about assessing their own strength and weakness. This alone enables them to work towards overcoming their weakness. As a saying goes, it is swan that picks up the pearls from the pebbles. Pearls are best assessed in sunlight.
11. Objective strategy is best assessed in the sunlight of ground reality or facts on the ground. It is objective to say that drinking a glass of water will take about one minute or more, depending on how cold or hot the water is. But claiming that every glass of water can be finished in less than a second is being 'un objective'.
12. In sum, **taking all factors into consideration** in the given situation, and then making a **reason based** assessment, is Objectivity. **Reason based means** that one should be **able to explain why** a factor has been included or why not included.

13. In Strategy making, one has to take a ‘reality based view’ and make a ‘reason based assessment’ of the current reality. This involves first listing Resources required and as available.

14. In the case of an individual, Resources could include the following illustrative list:

1. Individual commitment to work towards the Objective or Target.
2. To what extent will I change my existing habits to work towards it?
3. The time available to me for the purpose? How to I increase my time span for the required activities by reducing my less important activities?
4. Available Skills and talents that I already possess?
5. Skills to be developed. Which ones? How? And When?
6. Financial Resources required? Needed?
7. How is the gap in each resource to be filled?
8. At what stage? Or When?

15. **Objectivity** here will mean that personal bias, dislikes, preferences, or imaginary capability of self, are NOT to be included. When you convinced you have a particular strength or skill, take the opinions of others also, and/or try to put it to practice to demonstrate to yourself.

Value the negative opinion of others, because that enables and facilitates self improvement. Negative Criticism **will not hurt** anyone, **unless it should**. If it is hurting, it means it is correct, and needs to be rectified.

16. **Objectivity includes SPORTSMANSHIP**: Read the extract from a newspaper editorial given below. There is an increasing tendency to forget sportsmanship in the globalized world today, because too much money is at stake for the winner, and everyone wants to claim that they are the best. Learning to lose gracefully is as important, or perhaps more important than learning to win. **Sportsmanship includes being equally graceful, both in victory and defeat**. Many individual games, such as tennis, maintain the tradition of both players to shake hands at the end of the game, and to go together to thank the referee. This is a reminder that only one of the two sides can win in sports.

Jul 09 2016 : The Economic Times (Delhi)
[Fundamental Löws of Quantity-Quality](#)

The German coach may think the `better side' lost at the Euro on Sunday. But...

One of the things that separate champions from the chaff is their inability to register that they have been beaten. At one level, Germany's coach Joachim Löw is right when he stated after his side was beaten by hosts France in the Euro Cup semi-final on Thursday that the Germans were the "better side". The wonderful thing about sport is its clean verdicts. The fact that Antoine Griezmann's two goals chucked out favourites and World Cup champions Germany out of the tournament matters more than what Löw may say . The better side at Marseilles was simply the side that won.

Quality and quantity are usually at odds with each in high quality duels. What is actually deceptive is the cargo of statistics -percentage of ball possession, shots on goal, etc -that made Germany the `better team' for many onlookers. Löw may not admit it right now, but he surely would have rather been the `worse team' on the pitch and have Germany reach the final to meet Portugal in Paris than play `better' and lose.

Which brings us to the funniest bit of them all. Portugal is arguably `the worst team' to move up the quarter-final stage. But then, it has reached the final and may end up becoming champions on Sunday. And you or, for that matter, Löw can't really argue with that. Or perhaps you could, once you comfort yourself with fuzzy-wuzzy thoughts like: it's not what you do but how you do it. Something that makes sense, alas poor Joachim, only after the job is done.

