

SHIKSHA PRASARAK MANDALI'S

**GOPAL KRISHNA GOKHALE COLLEGE,
KOLHAPUR.**



DEPARTMENT OF ENGLISH

SUBJECT

ENGLISH FOR COMMUNICATION

B.A. – 3

Semester - 6

PROJECT

YEAR

2023-24

Department of English



CERTIFICATE



Student Name: Yashraj Yuvraj Rabade

has satisfactorily carried out the project of
^{Note taking}
~~Not Group Discussion~~ in the subject of
English for business communication as assigned by
Department of English, **Gopal Krishna Gokhale
College, Kolhapur.** For the B.A. part 3 sem – 6. The
presentation of the project report represent his bona fide
work in the academic year 2023 – 2024.

S. M. Wadgaonkar
Teacher in charge:

Principal

Date: 5-4-2024

Gopal Krishna Gokhale College,
Kolhapur.

Introduction:

A good student regularly prepares one for facing an examination. Notes are divided into two parts or distinguished with Note Taking and Note Making. Note taking is a process that is completed during lectures and note making is a process that is completed during lectures and note making is a process that is done after the note-taking process. Generally students take notes from lectures and make it suitable at home. The importance of note making is to assimilate all information and make it readable and understandable during examinations. Note is a brief record of ideas or points written down while listening or reading. A lot of knowledge/information is stuffed through various forms in a text. In teaching and learning process, students often rely on it for studying and facing examination. It is a usual process that is carried out through classroom activities. However, it is not possible out through classroom activities. However, it is not possible to recollect or remember various things that are being taught in class. Essence of the information could easily be remembered if it is systematically developed in the form of good notes. In other words, preparing notes through listening/reading and recording it in the form of writing is a

