

Format of Note Making

Title : (In Capital & Bold Letters)

Notes

a) Main Heading (1)

a.1) Sub heading 1

a.1.i) Sub sub heading (if required)

a.1.ii) Sub sub heading (if required)

a.2) Sub heading 2

a.3) Sub heading 3

a.4) Sub heading 4

b) Main Heading (2)

b.1) Sub heading 1

b.1.i) Sub sub heading (if required)

b.1.ii) Sub sub heading (if required)

b.2) Sub heading 2

b.3) Sub heading 3

b.4) Sub heading 4

c) Main Heading (3)

c.1) Sub heading 1

c.1.i) Sub sub heading (if required)

c.1.ii) Sub sub heading (if required)

c.2) Sub heading 2

c.3) Sub heading 3

c.4) Sub heading 4

d) Main Heading (4)

d.1) Sub heading 1

d.1.i) Sub sub heading (if required)

d.1.ii) Sub sub heading (if required)

d.2) Sub heading 2

d.3) Sub heading 3

d.4) Sub heading 4

Key to Abbreviations

Word	Abbreviation
1.	
2.	
3.	
4.	
5.	
6.	
7.	

(Minimum 4 and Maximum 7)

Summary (80 Words)

Handwriting practice lines consisting of 20 horizontal dotted lines.

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