
Language Activities

Teaching of NM: Using Newspapers for Teaching Short Forms in Note-Making

Ravindra B. Tasildar

Focus: Teaching the use of short forms in Note-Making (NM)

Level: Tertiary

Estimated time: 40 minutes

Size: 5 students per group

Objectives:

- i) To acquaint learners with common practices of using short forms, especially in newspapers.
- ii) To develop the skill of using short forms for making notes.
- iii) To encourage creativity in preparing abbreviated forms.

Materials: Daily issues of newspapers, e.g. *The Times of India*

Procedure:

1. Bring the issues of any daily for example, *The Times of India* (TOI) of previous month to the classroom.
2. Ask any one member of the group to pick up an issue of TOI.
3. Illustrate short forms used in newspapers.
4. Provide activity sheets and explain the activity to the learners.
5. Introduce learners to the importance of short forms in note-making (this is a sub-skill focus activity which may be used at any stage of teaching note making)
6. Guide the learners to write examples from newspapers in appropriate categories as well as develop their own short forms.

Activity Sheet

A. Lead-in Activity (5 minutes)

Note the short forms used in following newspaper headlines and discuss them with your group members.

1. Fight polls on DeMon, GST: Priyanka to PM (May 9, 2019, *TOI*, Pune, p. 11)
2. Mum-Ahd private train from November (Aug 29, 2019, *TOI*, Pune, p. 01)

B. Main Activity: Fill up the table with different types of short forms

Refer to the short forms used in headlines in the newspapers with your group and complete the following table by adding more examples to each category. One example of each type has been provided for you. (30 minutes)

Sr. No.	Types of Short Forms	Examples
1	Single letter	L,
2	First letter, apostrophe and last few letters of the word	K'taka,
3	First two letters of the word	Cr,
4	First and last letters of the word	Bk,
5	First three letters of the word	edu,
6	First three letters of the word, apostrophe and last letter of the word	nat'l,
7	First three letters and any one middle letter and last letter of the word	supdt,
8	First three letters and last letter of the word	govt,
9	First four letters of the word	Cong,
10	First five letters of the word	Kejri,
11	First letter, any middle letter and last letter of the word	grp,
12	Words ending with letter 'n'	popn,
13	Any three letters from the word	guv,
14	Any four letters from the word	bldg,
15	Abbreviations	GST,
16	Acronyms	Niti,