

Title: File Noting & Drafting

Subtitle: A Guide to Efficient Documentation and
Communication

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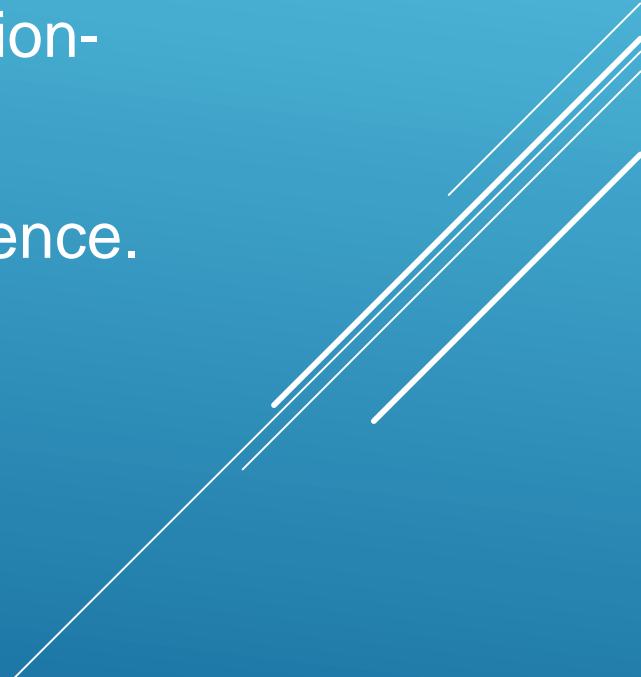
What is File Noting?

- A written record of decisions, actions, and discussions within a file.
- Essential for administrative processes and accountability.

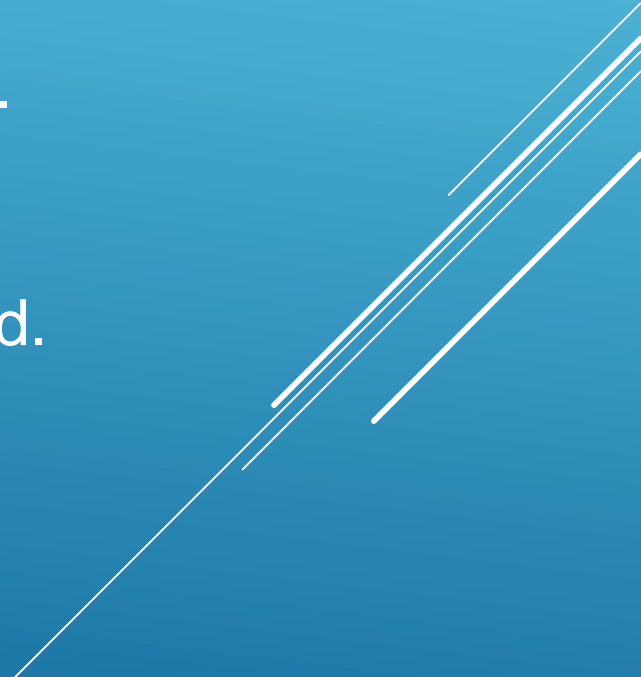
What is Drafting?

- The process of writing structured, clear, and concise documents.
- Used in creating official letters, memos, legal documents, and reports.

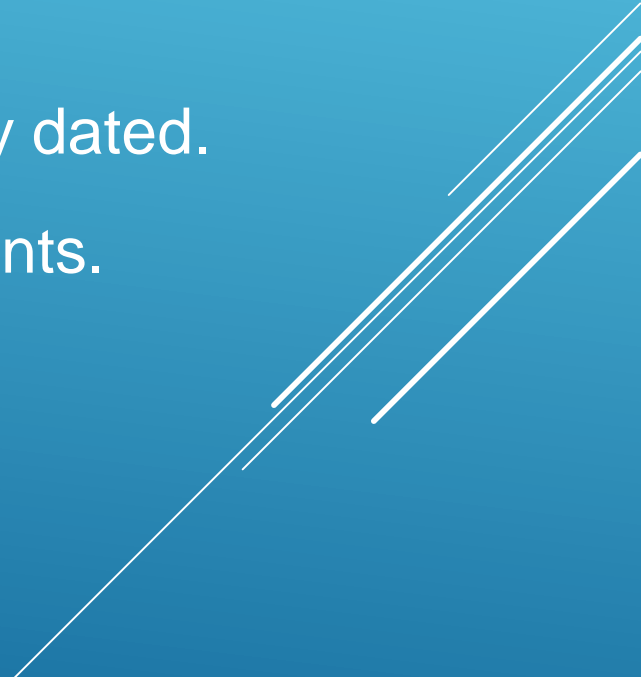
Importance of File Noting:

- **Accountability:** Provides a trail of decisions and actions taken.
 - **Transparency:** Ensures clarity in communication and decision-making.
 - **Record-Keeping:** Maintains a formal record for future reference.
 - **Efficiency:** Helps in seamless coordination and follow-up.
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Elements of a Good File Noting:

- **Clarity:** Notes should be clear and easy to understand.
 - **Brevity:** Keep it concise while capturing all essential details.
 - **Objectivity:** Focus on facts rather than opinions.
 - **Completeness:** Ensure all necessary information is included.
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- A decorative graphic consisting of several parallel white lines of varying lengths and orientations, located in the bottom right corner of the slide.

Best Practices for File Noting:


- **Use Bullet Points:** To improve readability.
 - **Date and Time Stamp:** Every entry should be appropriately dated.
 - **Reference Documents:** Attach or refer to relevant documents.
 - ▶ **Avoid Jargon:** Use simple language to avoid confusion.
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ANSWER ALL POSSIBLE QUESTIONS ABOUT THE MATTER UNDER CONSIDERATION

A note can be interpreted on its own:

- What is the Issue/Problem?
- How has it originated the case?
- What is the nature of the case?
- Does any part involve any other Department/ agency?
- Is there any rule/policy/guideline/precedent available?
- What are possible alternative solutions?
- What should be its implications?
- If not worth detailed examination, is there any standard format?
- Who will finally take the decision?

ORGANIZE YOUR NOTE/DRAFT:

- Start with your most important and move to less important
 - Arrange paragraphs into blocks of information rather than
 - Scattering ideas throughout the note
 - Keep your sentences short- 20 to 25 words
 - Use headings, if necessary
 - Use bullets or other lists
 - Allow for plenty of white space visual break for the reader
 - Underline important steps or dates
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BE CONCRETE, NOT ABSTRACT:

- ▶ A large number of respondents believe that a majority of road accidents are caused by drivers with poor driving skills(Abtract).
- ▶ 75% of respondents believe that 55% of road accidents are caused by drivers with poor driving skills (Concrete).

How can you be concrete:

- ▶ Use “such as” or Make comparisons between two variables
- ▶ Check Accuracy of facts, figures, and words

LINKING SENTENCES AND PARAGRAPHS TO EXPRESS INTENDED MEANING:

- ▶ Use transitions and connectors:

Transitions:


signposts help to follow your logic, your flow of ideas

- ▶ Ex: however, accordingly, therefore, provided that, so that

Sequence: First, second, third etc.,

- ▶ Use reference words to connect new ideas with points made earlier
- ▶ Ex: this, that, these, those, etc

SUBORDINATING CONJUNCTIONS


- Time: when, while, before, after, till, since
 - Place: where, wherever
 - Reason: because, since, as
 - Condition: if, unless
 - Concession: though, although
 - Consequence: so....that, that
 - Purpose: that, lest
 - Comparison: than
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INTRODUCTION TO DRAFTING


Definition: Crafting written communication in a formal or structured format.

- **Types of Drafting:**
 - **Official Letters**
 - **Memos**
 - **Reports**
 - **Legal Drafting**


Principles of Effective Drafting:

- **Accuracy:** Ensure correctness in facts and figures.
 - **Clarity:** Use plain, straightforward language.
 - **Structure:** Follow a logical format.
 - **Conciseness:** Be brief while including all necessary information.
 - **Tone:** Use a professional tone suitable for the context.
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Steps in Drafting:

1. **Understanding the Purpose:** Clearly define the objective.
 2. **Research & Gather Information:** Collect all necessary data.
 3. **Organize Content:** Arrange the information in a logical order.
 4. **Write the Draft:** Start drafting with a clear structure.
 5. **Review and Edit:** Proofread for errors and clarity.
 - ▶ **Finalizing:** Ensure all approvals are obtained before sending.
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Structure of a Good Draft:

- **Introduction:** Clearly state the purpose.
 - **Body:** Detail the subject matter, including facts, reasoning, and supporting data.
 - **Conclusion/Action:** Summarize the points and provide any required actions or requests.
 - ▶ **Attachments:** Mention if any documents are attached.
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Common Mistakes in Drafting:

- **Ambiguity:** Avoid unclear statements.
 - **Overcomplicating:** Stick to simple language.
 - **Incomplete Information:** Ensure no key information is missing.
 - ▶ **Poor Formatting:** Maintain professional and consistent formatting.
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Review & Approval Process:

- **Review:** Ensure the document is accurate, clear, and concise.
 - **Approval Chain:** Identify who needs to approve the draft.
 - ▶ **Final Proofing:** Conduct a final review before submission.
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Conclusion:

- **Summary:** File noting and drafting are critical skills in administrative efficiency.
 - **Key Takeaways:**
 - File noting ensures documentation of decisions and processes.
 - Effective drafting leads to clear, professional communication.
 - **Final Thought:** Mastering these skills enhances professional credibility and operational efficiency.
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Forms of communication	Target Group
✓ Letter	<ul style="list-style-type: none"> ✓ Foreign governments, state governments like UPSC, Election Commission, etc, public Enterprises, statutory authorities, public Bodies, attached / Subordinate Offices, Members of public
✓ Demi-Official Letter	<ul style="list-style-type: none"> ✓ Officers of equivalent level and of one or two levels above the sender ✓ Non officials
✓ Office Memorandum	<ul style="list-style-type: none"> ✓ Attached / Subordinate Offices, Other Ministries / Departments, Other Sections / Units Within the same Ministries / Departments and Officers & Employees.
✓ Inter-Departmental Note	<ul style="list-style-type: none"> ✓ Others Ministries / Departments

THANK YOU

