

Note-making Format for Class 11

- TITLE
- TITLES & SUB TITLES
- USE BULLETS NUMBERING
- USE ABBREVIATIONS AND SYMBOLS
- USE ONLY PHRASES OR WORDS. **DON'T WRITE COMPLETE SENTENCES!!**
- PROVIDE AN INDEX FOR THE ABBREVIATIONS AND SYMBOLS
- SUMMARISE WITH A HEADING/ TITLE
- REVIEW

Layout of a note-

(Title)

1.

1.1 (sub-titles)

1.2

1.3

2.

2.1

2.2

2.3

3.

3.1

3.2

3.2.1 (sub-sub points)

3.2.2

- 4.
- 4.1
- 4.2

Key to Abbreviations

- 1
- 2
- 3
- 4
- 5

Summary

(Heading)

–Body–

Points to remember- Note-Making and Summarising

- Select only the relevant data and include only the essential phrases from the passage.
- Try to use a minimum amount of words. **Complete sentences would not be accepted as notes. Thus, the usage of full sentences must be avoided.**
- Eliminate the use of auxiliary verbs, prepositions etc.
- It is necessary to give a suitable title to notes and maintain proper indentation.
- It is mandatory to make at least four headings and subheadings.
- It is mandatory to include at least four abbreviations in your notes. Add a full stop after each abbreviation to

make it clear for the reader. They should be common and easily identifiable. For example- “carbs.” for carbohydrates.

- Use of atleast one symbol is mandatory.
- It is necessary to prepare a key to abbreviations (minimum four) and enclose it within a box.
- The presentation of this writing skill is of utmost importance.

Note Making Example 1: Read the passage given below: (*Sample Question Paper CBSE, 2017-18*)

1. Colour Therapy is a complementary therapy for which there is evidence dating back thousands of years to the ancient cultures of Egypt, China and India. If we define it in simple terms, Colour is a light of varying wavelengths, thus each colour has its own particular wavelength and energy.
2. Colours contribute to energy. This energy may be motivational and encouraging. Each of the seven colours of the spectrum are associated with energy. The energy relating to each of the seven spectrum colours of red, orange, yellow, green, blue, indigo and violet, resonates with the energy of each of the seven main chakras/energy centres of the body. Colour therapy can help to re-balance and/or stimulate these energies by applying the appropriate colour to the body.
3. Red relates to the base chakra, orange the sacral chakra, yellow the solar plexus chakra, green the heart chakra, blue the throat chakra, indigo the brow chakra (sometimes referred to as the third eye) and violet relates to the crown chakra.
4. Colour is absorbed by the eyes, skin, skull, our ‘magnetic

energy field' or aura and the energy of colour affects us on all levels, that is to say, physical, spiritual and emotional. Every cell in the body needs light energy – thus colour energy has widespread effects on the whole body. There are many different ways of giving colour, including; Solarised Water, Light boxes/lamps with colour filters, colour silks and hands on healing using colour.

5. Colour therapy can be shown to help on a physical level, which is perhaps easier to quantify, however there are deeper issues around the colours on the psychological and spiritual levels. Our wellbeing is not, of course, purely a physical issue. Fortunately, many more practitioners, both orthodox and complementary, are now treating patients in a holistic manner.

6. Colour Therapy is a totally holistic and non-invasive therapy and, really, colour should be a part of our everyday life, not just something we experience for an hour or two with a therapist. Colour is all around us everywhere. This wonderful planet does not contain all the beautiful colours of the rainbow for no reason. Nothing on this earth is here just by chance; everything in nature is here for a purpose. Colour is no exception. All we need to do is to heighten our awareness of the energy of colour, absorb it and see how it can transform our lives.

(a) On the basis of your understanding of the above passage, make notes on it using headings and sub-headings. Use recognizable abbreviations (wherever necessary-minimum four) and a format you consider suitable. Also supply an appropriate title to it. (5)

(b) Write a summary of the passage in about 80 words. (3)

Solution 2:

TITLE:Colour Therapy

1. Age old therapy

1.1 Found in

1.1.1 Egypt

1.1.2 China

1.1.3 India

1.2 light of vryng wvlngth & energy

2. Colour relate to energy of chakras

2.1 red –base

2.2 orange – sacral

2.3 yellow – solar plexus

2.4 green – heart

2.5 blue – throat

2.6 indigo – brow

2.7 violet – crown

3. Holistic benefits

3.1 phy'l

3.2 spirit'l

3.3 emtn'l

Key to Abbreviations

AbbreviationsWords

- vryng-varying
- wvlngth-wavelength
- &-and
- phy'l-physical
- spirit'l-spiritual
- emtn'l-emotional

Summary

Colour Therapy

Colour therapy is an age-old therapy found in the cultures of Egypt, China and India. Each colour has light of varying wavelength and energy. Colours relate to the energy of chakras. Red is for base chakra, orange to sacral, yellow to solar plexus, green to heart, blue to throat, indigo to brow and violet to crown. Colour impacts us on all levels, including the physical, spiritual and emotional well being. Colour therapy has holistic benefits.

Note Making Example 2: Read the following passage: (*Question Paper CBSE, 2020*)

1. How does television affect our lives? It can be very helpful to people who carefully choose the shows that they watch. Television can increase our knowledge of the outside world; there are high quality programmes that help us understand many fields of study, science, medicine, the different arts and so on. Moreover, television benefits very old people, who can't leave the house, as well as patients in hospitals. It also offers non-native speakers the advantage of daily informal language practice. They can increase their vocabulary and practise listening.

2. On the other hand, there are several serious disadvantages of television. Of course, it provides us with a pleasant way to relax and spend our free time, but in some countries people watch television for an average of six hours or more a day.

Many children stare at the TV screen for more hours a day than they spend on anything else, including studying and sleeping. It's clear that TV has a powerful influence on their lives and that its influence is often negative.

3. Recent studies show that after only thirty seconds of television viewing, a person's brain 'relaxes' the same way that it does just before the person falls asleep. Another effect of television on the human brain is that it seems to cause poor concentration. Children who view a lot of television can often concentrate on a subject for only fifteen to twenty minutes. They can pay attention only for the amount of time between commercials.

4. Another disadvantage is that television often causes people to become dissatisfied with their own lives. Real life does not seem so exciting to these people. To many people, television becomes more real than reality and their own lives seem boring. Also many people get upset or depressed when they can't solve problems in real life as quickly as television actors seem to.

5. Before a child is fourteen years old, he or she views eleven thousand murders on the TV. He or she begins to believe that there is nothing strange about fights, killings and other kinds of violence. Many studies show that people become more violent after viewing certain programmes. They may even do the things that they see in a violent show.

(a) On the basis of your reading of the above passage, make notes on it using headings and subheadings. Use recognizable abbreviations (minimum four) and a format you consider suitable. Supply a suitable title to it. (5)

(b) Make a summary of the above passage in about 80 words.

(3)

Solution 4:

Advantages and Disadvantages of Watching Television

1. Benefits

1.1 increases know.

1.1.1 of outside world

1.1.2 science

1.1.3 medicine

1.1.4 diff. Arts

1.2 recreation for old ppl. & patients

1.3 informal lang. practice

1.4 increases vocab. & helps practise listening

2. Disadvantages

2.1 ppl. watch for 6 hrs. or more

2.2 students stare at screen for hrs.

2.3 negative influence

2.4 effect on human brain

2.4.1 poor conc.

3. Impact

3.1 feels life not very exciting

3.2 TV more real, life seems boring

3.3 depression when can't solve problems

4. Violence shown on TV

4.1 children become violent

4.2 killings seem normal

Key to Abbreviations

AbbreviationsWords

- ppl.-people

- know.-knowledge
- &-and
- diff.-different
- vocab.-vocabulary
- lang.-language
- hrs.-hours
- conc.-concentration
- TV-television

Summary

Advantages and Disadvantages of Watching Television

Watching television increases knowledge of the outside world, science, medicine and different arts. It helps old people and patients to recreate. It assists in informal language practice, improving vocabulary and practise listening. However, watching television for more than six hours and staring on screens has a negative influence on students. It affects the human brain and leads to poor concentration. Television makes life boring and nothing feels exciting. People can feel depressed when they are unable to solve problems as quickly as actors do. Television normalises violence which can make children violent.

Note Making Example 3: Artificial intelligence (AI) is making a difference to how legal work is done, but it isn't the threat it is made out to be. AI is making impressive progress and shaking up things all over the world today. The assumption that advancements in technology and artificial intelligence will render any profession defunct is just that, an assumption and a false one. The only purpose this assumption serves is

creating mass panic and hostility towards embracing technology that is meant to make our lives easier.

Let us understand what this means explicitly for the legal world. The ambit of AI includes recognizing human speech and objects, making decisions based on data, and translating languages. Tasks that can be defined as 'search-and-find' type can be performed by AI.

Introducing AI to this profession will primarily be for the purpose of automating mundane, tedious tasks that require negligible human intelligence. The kind of artificial intelligence that is employed by industries in the current scene, when extended to the law will enable quicker services at a lower price. AI is meant to automate a number of tasks that take up precious working hours lawyers could be devoted to tasks that require discerning, empathy, and trust-qualities that cannot be replicated by even the most sophisticated form of AI. The legal profession is one of the oldest professions in the world. Thriving over 1000 years; trust, judgement, and diligence are the pillars of this profession. The most important pillar is the relationship of trust between a lawyer and clients, which can only be achieved through human connection and interaction.

While artificial intelligence can be useful in scanning and organizing documents pertaining to a case, it cannot perform higher-level tasks such as sharp decisionmaking, relationship-building with valuable clients and writing legal briefs, advising clients, and appearing in court. These are over and above the realm of computerization.

The smooth proceeding of a case is not possible without

sound legal research. While presenting cases lawyers need to assimilate information in the form of legal research by referring to a number of relevant cases to find those that will favour their client's motion. Lawyers are even required to thoroughly know the opposing stand and supporting legal arguments they can expect to prepare a watertight defence strategy. AI, software that operates on natural language enables electronic discovery of information relevant to a case, contract reviews, and automation generation of legal documents.

AI utilizes big-data analytics which enables visualization of case data. It also allows for creation of a map of the cases which were cited in previous cases and their resulting verdicts, as per the website Towards Data Science. The probability of a positive outcome of a case can be predicted by leveraging predictive analytics with machine learning. This is advantageous to firms as they can determine the return on investment in litigation and whether an agreement or arbitration should be considered.

(a) On the basis of your understanding of the above passage, make notes on it using headings and subheadings. Use recognizable abbreviations (wherever necessary- minimum four) and a format you consider suitable. Also supply an appropriate title to it. (5)

(b) Write a summary of the passage in about 80 words. (3)