

Class xi  
English  
Comprehension  
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Date - 24-07-21

What is note making?

Note making is a crucial skill that helps us in academics. The function of notes is to filter the important information and help us retain it. It also makes it easier for us to refer to the important points in future.

Importance of Note making -

- 1.It transforms the entire set of information into a manageable size.
- 2.It includes the key points which make it more readable.
- 3.It helps in better understanding of the concept.
- 4.It aids quick revision during exam time.

Important points to keep in mind at the time of note making-

- 1.Prepare notes using phrases only and never use complete sentences.
- 2.The topic of each paragraph is the main point/the central theme, and the ideas affiliated to it are the sub-points – one or more depending on the concepts in the paragraph.
- 3.Sub-points should be limited to five.
- 4 Each sub-point may or may not have supplementary ideas which become sub-subpoints. Do not give examples to support the main ideas.
- 5.Proper indentation is essential.It should follows the staircase format.
- 6.Provide an appropriate title for the notes.
- 7Include a minimum of 4 to 6 distinctly different, recognisable short forms (only necessary) of the longer words (abbreviations) in the notes. You may also use symbols and figures for abbreviation.
- 8.Underline all short forms. Provide the key for the short forms at the end of the notes titled 'Key to Abbreviations'.
- 9.Cover all the important points in the passage while preparing the notes.
- 10.Identify and club similar ideas scattered in different paragraphs/areas of the passage before subtitling paragraph wise to make notes short and precise.

Mechanics of Note-Making:

(a) Use of Abbreviations:

Capitalized words: UNO, CBSE, NCERT, etc.

Arithmetic symbols: (><, \, kg, %, etc.)

Commonly used: (in newspapers, magazines, etc.) (sc., govt., Eng., Sans.)

Invented: First and last few letters of the words with a dot at the end (edul, poln., popn. mfg.).

Format of note making-

Title/ Heading

1.sub heading

1.1.sub point

1.2.sub point

1.3.sub point

1.1.1. sub sub point (if the passage demands)

1.1.2.sub sub point

and so on.

The above pattern is called stair case pattern( indentation).

Example-

Question 1.

Read the passage given below and answer the questions that follow: (Delhi, All India 2009)

Effective speaking depends on effective listening. It takes energy to concentrate on hearing and to concentrate on understanding what has been heard. Incompetent listeners fail in a number of ways. First, they may drift. Their attention drifts from what the speaker is saying. Second, they may counter. They find counter-arguments to whatever a speaker may be saying. Third, they compete. Then, they filter. They exclude from their understanding those parts of the message which do not readily fit with their own frame of reference. Finally, they react. They let personal feelings about a speaker or subject override the significance of the message which is being sent.

What can a listener do to be more effective? The first key to effective listening is the art of concentration. If a listener positively wishes to concentrate on receiving a message his chances of success are high.

It may need determination. Some speakers are difficult to follow, either because of voice problems or because of the form in which they send a message. There is then a particular need for the determination of a listener to concentrate on what is being said.

Concentration is helped by alertness. Mental

alertness is helped by physical alertness. It is not simply physical fitness, but also positioning of the body, the limbs and the head. Some people also find it helpful to their concentration if they hold the head slightly to one side. One useful way for achieving this is intensive note-taking, by trying to capture the critical headings and sub-headings the speaker is referring to.

Note-taking has been recommended as an aid to the listener. It also helps the speaker. It gives him confidence when he sees that listeners are sufficiently interested to take notes; the patterns of eye-contact when the note-taker looks up can be very positive; and the speaker's timing is aided-he can see when a note-taker is writing hard and can then make effective use of pauses.

Posture too is important. Consider the impact made by a less competent listener who pushes his chair backwards and slouches. An upright posture helps a listener's concentration. At the same time it is seen by the speaker to be a positive feature amongst his listeners. Effective listening skills have an impact on both the listener and the speaker.

(a) On the basis of your reading of the above passage, make notes on it using headings and sub-headings. Use recognisable abbreviations wherever necessary. 5

Answer:

Title: The Art of Effective Listening Notes:

1. Eff. speaking depends on:

1.1 eff. listening

1.2 concen. on listening

1.3 concen. on understanding what you hear

2. Reasons why incompetent listeners fail:

2.1 their attention drifts

2.2 they find counter arguments

2.3 they compete & then filter 2.4. they react

3. Ways for a listener to be more eff.:

3.1 concen. on the msg. reed.

3.1.1 mental alertness

3.1.2 phys. alertness-positioning body

3.1.3 note-taking-aid to listener helps speaker-gives him confidence encourages the eye contact

4. Impce. of posture

4.1 helps listeners in concen.

4.2 seen by spkr. as a +ve feature among his listeners

#### ◆ List of Abbreviations

Eff. – effective

concen. – concentrating

msg. – message

reed. – received

phys. – physical

+ve – positive

impce. – importance

spkr. – speaker

#### Another Example:

**Coronavirus disease**, the infectious respiratory condition triggered by **Severe Acute Respiratory Syndrome Coronavirus-2** i.e. the novel coronavirus strain originated in the **Wuhan City of China**.

Read on, to gain further insight into the stages of coronavirus infectious disease transmission within the community.

**Stage 1** is when cases of **infected people are imported** from affected countries without any local origin in that particular home city or country. Here, only those **who have traveled abroad test positive** for respiratory illness. The disease does **not spread locally** at this stage. Hence, the number of people infected is also quite a few, all of them being afflicted with the disease only due to traveling to other nations wherein the infection has already been triggered in many people. The cure at this stage is to **detect** the infected persons and **isolate** them from the rest.

**Stage 2** is when **local transmission** occurs and its source i.e. the infected patient who possibly had a travel history to other already affected countries, is known and can be located. At this stage, people testing positive have come in contact with a patient who has traveled outside the country, most of whom are **friends and relatives of the affected individual**. They would have come in close contact with the corona virus patient in situations such as family get-togethers, or occasions where many people gather like in weddings and parties. Although the number of cases of infected people increases at this stage, it is still manageable to treat the people with the disease as it is still easy to locate them and provide prompt medical care. **Lockdown** is helpful to stop the spread at this stage.

**Stage 3** is when **community transmission** takes place when the source of an individual's infection can't be traced and isolated. During this stage, those who have not been exposed to an infected person or anyone who has a travel history to affected countries still test positive for the corona virus. The outbreak will spread fast in clusters once the community transmission starts. At this stage of disease transmission, **the individuals within a city or community begin to contract the infection randomly**, hence making it more challenging to track down all those who could have the disease. Various kind of **research** needs to be done to stop Covid-19. **Lockdown** is also essential to stop the spread at this stage.

**Distance yourself** from the elderly, as they are more prone to contracting coronavirus disease. Due to reduced immunity as a result of old age. Clean and disinfect your home, especially the frequently touched surfaces like doors, doorknobs, tables to prevent contamination of surfaces with germs and dust particles.

#### Corona Virus Disease - 2019

1. What it is?
  - 1.1 Disease : COVID-19
  - 1.2 Virus : SARS-COV-2
  - 1.3 ORIGIN : Wuhan, in China
2. Various Stages of COVID-19
  - 2.1 Stage 1, Imported Cases
    - 2.1.1 People coming from abroad test +
    - 2.1.2 No local spread
  - 2.2 Stage 2, Local Trans
    - 2.2.1 Trans to friends & relatives from infected
    - 2.2.2 local spread starts
  - 2.3 Stage 3, Community Trans
    - 2.3.1 Trans without coming in contact to infected
    - 2.3.2 spreads within community
  - 2.4 Stage 4, Epidemic
    - 2.4.1 Massive numbers are infected
    - 2.4.2 spreads within a country

3. Prevention

- 3.1 Wash Hand
- 3.2 Cover nose and mouth while coughing
- 3.3 Don't touch your Face
- 3.4 Keep Safe Distance

4. Cure

- 4.1 @ Stage 1, Detect and Isolate
- 4.2 @ Stage 2, Trace and Isolate
- 4.3 @ Stage 3, Research & lockdown
- 4.4 @ Stage 4, Mitigate
  - 4.4.1 Cancel all but essential care
  - 4.4.2 Deploy army on street
  - 4.4.3 Cancel leave of Hospital staff

Keywords and Symbols

Keyword/Symbol	Description
COVID-19	Corona Virus Disease
SARS-COV-2	Severe Acute Respiratory Syndrome Coronavirus-2
Trans	Transmission
&	And
:	Name
+	Positive
@	At