

NOTE MAKING

Why do we make notes?

Ans. We make notes to record all the important or key points of a text for future reference.

Questions to make notes :-

- What is the passage about?

- What details, points, opinions, conclusions drawn about the topic are essential?

- What are main points or sub-parts

of the passage?

Rules of Note Making

i- you should have write 'Title' or 'Heading' of the passage in **Bloek** letter

→ or - Each letter of word should have **Bold** letter.

→ But you don't write one word "title"

ii - Then you choose 'Main point' of the passage (A) - 1.

EX - 1. _____
OR → A. _____

iii) Then you must choose / write the sub point of title.

a. _____

or 1. _____

b. _____

or 2. _____ sub - sub heading.

EX - i) _____

ii) _____

iii) _____

iv) When you write sub-sub point, you should follow the indented format.

- you Don't write complete sentences

- you should not write very long sentences

~~A~~ Title / Heading

1. Main point

a) Sub point

i) Sub-sub point

ii) "

iii) "

2. Main point

b) Sub-point

i)

ii)

iii)

OR: A. Main point

1. Subpoint

1.1. Sub-sub

1.2. "

1.3. "

B. Main point

2. Sub-point

2.1. Sub-sub

2.2. "

2.3. "

SUMMARY

Summary - ସାରାଂଶ ଲିଖନ

★ The gist of a given passage is called summary
OR, The condensed version of the original passage
is called summary.

Condensed - ସଂକ୍ଷିପ୍ତ ଲିଖନ
Version - ବ୍ୟା

ବ୍ୟାୟ ସଂକ୍ଷିପ୍ତ କରୁଥିବା ସଂକ୍ଷିପ୍ତ ଲିଖନ କୁହାଯାଏ।

★ The summary refers to the important ideas of
a given passage

ଏହା ଏକ ପାଠ୍ୟପୁସ୍ତକର ମୁଖ୍ୟ ବ୍ୟାୟକୁ summary ସୂଚାଇ ଥାଏ।

★ When we write the summarizing, at the time
we reject the Ir-relevant facts.

Ir-relevant - ମାନା ମୂଲ୍ୟ କିମ୍ବା ଶୁଦ୍ଧତା କିମ୍ବା ନୁହେଁ।

କେତେକେଣେ ଆମେ ସଂକ୍ଷିପ୍ତ ଲିଖନ କରୁ, ତେଣୁ ସମସ୍ତଙ୍କର ଆମେ ଶୁଦ୍ଧତା
ବ୍ୟାୟ ଶୁଦ୍ଧତା କିମ୍ବା ନୁହେଁ।

The summary has no fixed size/length.

Summarizingର ନିର୍ଦ୍ଦିଷ୍ଟ ଆକାର ନାହିଁ।

It may be half, one-third, a quarter, one-tenth
of the given passage.

OR, The original passage.

★ They are is also another concept, that is
called precis writing. Both have the same
meaning, but the difference is summarizing
has no fixed size/length, but precis writing
is one-third of the given passage OR the
original passage.

precis writing is also a form
of summarizing.

Formulas

(Rules of Summarizing)

- ① We should read the passage again and again.
- ② Then we should try to understand the them or, the contents of the given passage or the original passage.
- ③ Mark or find out the main or the important points.
- ④ Reject the ir-relevant or useless facts.
- ⑤ We should make a draft summary, by using the notes, which we have made.
- ⑥ When the draft summary, by using the notes, which we have made, is ready, we should read it, check it, whether it is concise and clear enough.
- ⑦ If the draft summary is not clear and concise, then we should make necessary changes.
- ⑧ After making the changes we should write the final version of the summary.
- ⑨ We should write the summary in our own language, but that should be simple language.
- ⑩ Reject the repeated words, phrases, idions, expressions of the given passage or the original passage.
- ⑪ Substitute the long phrases, bombastic words, ornamental languages, with the short words or substitute single word.
- ⑫ Reject the adjective, adjectival expressions, if these are not necessary (ଅନୁକ୍ରମ) ସୂଚକ ଶବ୍ଦକୁ କିଛି କାନ୍ଦୁ ନାହିଁ
- ⑬ We should not write long sentences, rather we should make them shorter

(7)

- 1) Make notes, in outline form, on the passage given below.

Fifty seven years ago, India woke to freedom. Hope and idealism filled the air. The people, proud of their heritage and their dreams, took the vow to build a new India. Independence meant something to them as Jawaharlal Nehru spoke about India's tryst with destiny. Fifty seven years later despair has replaced hope and cynicism has overtaken the dreams. The nation is passing through uncertainty and drift which, if not halted, can lead to dangerous consequences, possibly chaos.

What can freedom mean to those who, even now, do not get two meals a day, or to those who have bonded their children to slavery to work on other people's lands for the right to live a bony existence? What can freedom mean to those who have to sleep under the flyovers in big cities or stand in endless queues at employment exchanges, where the promise of a job is punched on the card year after year? The fact is that after fifty seven years of independence our people are one of the poorest in the world.

- 2) Write a summary of the passage in (a) using the notes you have made.

- 1) **Title** India's Struggle for Freedom

Notes

I. Fifty seven years ago

- (i) India became free
(ii) proud of their heritage
(iii) people hopeful and idealistic

II. Now

- (i) despair and cynicism
(ii) Nation passing through uncertainty and drift

III. Present conditions

- (i) people don't even have two meals a day
(ii) sleep under flyovers in big cities
(iii) stand in endless queues at employment exchanges
(iv) Indian poor poorest in the world

- 2) **Summary** Fifty seven years ago, at the time of independence, India was a country looking forward to hope. But now, this hope has given way to despair and cynicism. There is starvation, lack of shelter and endless queues at employment exchanges. Even after fifty seven years of independence, our people are one of the poorest in the world.

- 3) Read through the passage carefully and jot down points and arrange them in the form of notes.

(7)

The middle class is indeed in a tragic predicament. Its lot is to suffer and endure silently, for it has neither the resources of the rich nor the strength of labourers and peasants. It has social and economic obligations, but hardly any rights. In the struggle between capital and labour, this important class is sadly neglected, and it is not realised that it is today on the verge of ruin. To add to its miseries, caused by the last war and partition, the cost of living is rising, and there is hardly scope for further economies. Nor is a lower standard of life a solution. The recent sugar and salt scandals in Calcutta have shown how helpless is the middle, and particularly the lower middle-class. Something must be done without delay to improve the lot of this educated, intelligent but hard-hit section of the community. Well-planned employment and training schemes for rehabilitation should be put into effect. There is no room for complacency. Society or the state will not gain by driving it to desperation.

It is commonly supposed that India contains vast stores of unsuspected mineral wealth, easily discoverable by intelligent inquiry, and that officialdom has hitherto been over-lax in exploiting it. Such notions appear even more widespread in Pakistan. They need severe qualifications. Both countries are certainly rich in minerals. Important discoveries have indeed been made by non-officials — the report cites some — while in certain fields, notably oil, private companies have ampler specialist resources for survey than are available to governments.

But the major problem is not merely to find minerals but to find them in economically workable quantities, readily transportable to destination — an elementary distinction not always

- (b) **Summary** In his quest for happiness, modern man believes that external conditions such as food, friends, cars and money will beget real happiness. Though these things can make him happy temporarily, in the long run they bring sufferings and problems. Food is the principal cause of ill-health and sickness, cars can lead to accidents, family and friends create worry and money causes anxiety. Thus, happiness and suffering are states of the mind and their main causes cannot be found outside the mind. The real source of happiness is inner peace.

- (a) Read the passage given below and prepare notes in outline.

Genetic engineering is a process of extracting genes bearing a specific, hereditary trait from one organism and artificially inserting them into a completely different organism. There are several possible benefits from such genetic engineering. You could have foods whose nutritional values are enhanced. Scientists, for example, are reported to be working on iron and vitamin-fortified rice. Similarly, you could develop crops that are resistant to pests and give higher yields, or those that survive extreme weather conditions. You could even provide edible vaccines through such engineering. But, on the other hand, when you start tinkering with nature, you could also be exposing yourself to unknown and unforeseen health and environment risks, which may not be immediately apparent, but in the long run turn out to be not just hazardous, but uncontrollable. Currently, the known health risks from genetically modified foods are the possibility of food allergies and increased resistance to antibiotics. However, in the absence of long-term safety testing, no one can know for certain what their harmful effects may be. Besides, growing genetically modified crops on a large scale can have certain serious implications for biodiversity, wildlife, balance of nature and environment.

- (b) Summarise the passage given in (a) based on the notes you have made.

- (a) **Title** Genetic Engineering—Pros and Cons

Notes

I. Genetic Engineering

- (i) process of inserting genes from one organism into another

II. Advantages

- (i) nutritional value enhanced
(ii) crops resistant to pests

III. Adverse Effects

- (i) exposes to health and environmental risks
(ii) leads to food allergies
(iii) increased resistance to antibiotics
(iv) disbalance in nature

- (b) **Summary** Genetic engineering is a process of extracting genes having a specific hereditary trait from one organism and artificially inserting them into a different organism. Benefits of genetic engineering include improvement in nutritional value of food, development of pest-resistant crops etc. But it also creates hazards like unforeseen health and environment risks, food allergies, increased resistance to antibiotics etc. It also has serious implications for wildlife, biodiversity and environment.

- a) Read through the given passage carefully and jot down points and arrange them in the form of notes. (7)

First of all, what is civilisation? Its first essential character, I should say, is *forethought*. This, indeed, is what mainly distinguishes men from brutes and adults from children. But *forethought* being a matter of degree, we can distinguish more or less civilised nations and epochs according to the amount of it that they display.

And *forethought* is capable of almost precise measurement. I will not say that the average *forethought* of a community is inversely proportional to the rate of interest, though this is a view which might be upheld. But we can say that the degree of *forethought* involved in any act is measured by three factors : present pain, future pleasure, and length of the interval between them. That is to say, the *forethought* is obtained by dividing the present pain by the future pleasure and then multiplying by the interval of time between them. There is a difference between individual and collective *forethought*.