

Topic Name : NOTE MAKING & SUMMARIZING

<p>Sub - concepts</p>	<ul style="list-style-type: none"> ➤ The Second component of Reading Comprehension as Question No.2 of Class-XII Question Paper ➤ Commonly treated as NOTE MAKING & SUMMARIZING.
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<p>Step -wise Learning Process</p>	
<p>1</p>	<p>Introduction to NOTE MAKING as question No.2 of the Question Paper –</p> <ul style="list-style-type: none"> ✓ It's the second component of Section – A of the Question Paper. ✓ Commonly treated as Note Making ✓ Note-making is basically jotting down the important points, for further usage. ✓ After reading any assignment you jot down your thoughts in abridged or capsular manner. ✓
<p>2</p>	<p>Purpose of Note-Making</p> <ul style="list-style-type: none"> • To revise lessons before examinations, • To write a report or any composition, • To plan a speech or any lecture, • To convey any message only by giving important details, • To make a presentation, • To summarize the text that you have read.

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How to make Notes

- The first step is to read the passage thoroughly from beginning till the very end. By reading the passage with proper concentration we get answers to the following questions :
- What does the passage deal with?
- How is the theme developed?
- The second step is to identify the main points and supporting details in the given text. Try to make your notes condensed and they should be to the point.
- Next try to divide the passage according to the important contents and supply suitable headings to them, which will constitute as the Main Points of note making. The main points can be further divided into sub headings.
- Finally condense the information and organize it in a systematic way, in written form as per the format specified.

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Characteristics of Note-Making

1. Notes are much shorter form than original text.
2. The main points and the supporting details are distinguished.
3. Many unimportant words, helping words etc., are usually dropped out.
4. Information is condensed by using symbols, abbreviations, shorter words etc.
5. Try not to exceed 5 words in every Main heading and supporting points.
6. Try to complete the notes within 4 to 5 main points..
7. Notes should be presented in a systematic manner that brings out the structure of the original text.
8. Headings and supporting details are numbered as in the format given.

	<p>9. Finally, the summary is prepared on the bases of the notes prepared.</p>
<p>5</p>	<p>CBSE Perspective:</p> <ul style="list-style-type: none"> ➤ Section –A will have two unseen passages; the second passage will be for Note Making & summarizing. ➤ The length of the passage will be between 400-500 words. ➤ The questions on Note Making & summarizing will carry 8 marks consisting of two parts. <ul style="list-style-type: none"> (A) Making Note out of the given passage in a condensed form, using points/headings, sub-points/ headings. It will also involve giving a Title of Heading to the note to be made. A few Abbreviations will also be made use of in the notes. <ul style="list-style-type: none"> - This part will be for 4 marks. (B) Making a Summary of the passage in the word-limit given. <ul style="list-style-type: none"> - This part carries 4 marks
<p>6</p>	<p>Marking Scheme</p> <ul style="list-style-type: none"> ➤ Note making, i.e.,Part (A) will carry 4 marks, with the following distribution. <ul style="list-style-type: none"> - Format - 1 mark - Content - 2 marks - Expression - 1 mark
<p>7</p>	<p>Format of Note Making</p> <ul style="list-style-type: none"> - Physical structure of the Note will look like the following-

Heading / Title

- 1. First Main Point
 - 1.1
 - 1.2.....
 - 1.3.....
- 2. Second Main Point
 - 2.1.....
 - 2.2
 - 2.3.....
- 3. Third Main Point
 - 3.1
 - 3.2
 - 3.3
- 4. Fourth Main Point
 - 4.1
 - 4.2
 - 4.3
- 5. Fifth Main Point
 - 5.1
 - 5.2
 - 5.3

Abbreviations

- 1 =
- 2 =
- 3 =
- 4 =
- 5 =

Format & noteworthy aspects :

- Heading with the Main points and Sub-points should be in one line each, not one sentence as such, as demonstrated.
- Heading should be CENTRE aligned.
- All the Main Points must conform to one margin.
- All the Sub-points should be in one margin also, within one inch away from the Main-point margin.
- Abbreviations should be maximum 5 & be put in another box as indicate.]
- The entire Note Making with abbreviations must be framed up for better visual impression conforming to impressive expression / presentation.

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A Sample Question as set in CBSE Examination:

BALANCING THE SCALES

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 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 devoting 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 a 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 decision- making, 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 defense 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. (484 Words)

(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 the Note. (4 Marks)

(B) Write a summary of the passage in about 80 words. (4 Marks)

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Summarizing

- It is the second part of question No.2 of Reading Comprehension Section.
- It is for 4 marks, distributed in the marking scheme of CBSE as given below.
 - Content - 2 marks
 - Expression - 2 marks
- Summary is written using the points mentioned in the Note made.
 - In ONE Paragraph only,
 - Expanding the Main Points into full length sentences,
 - Sentences should be coherently linked,
 - No abbreviation to be used,
 - Summary should not start with ...”The passage talks about....”.
 - One –paragraph Summary should also be framed.
 - Put a heading also to the Summary.
- Here is the structure of the Summary Writing of the Note made.

Heading / Title

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