

**INDIAN SCHOOL MUSCAT
SENIOR SECTION**

DEPARTMENT OF ENGLISH

CLASS XII

Advanced Writing Skills: Note-making and Summarizing

Note-making:

1. Must write the title. It should state what the majority of the passage talks about.
2. Minimum 4 abbreviations to be used in note making and make key to abbreviations after writing the notes and not after the summary. (max. abbreviations :5)
3. Helping verbs , articles ,pronouns and determiners could be omitted while writing notes.
4. Write minimum 3 main heading and 3 sub headings (do not write too many subheadings)
5. Write phrases not complete sentences
6. Do not forget to use indentation
7. Do not use numbers as abbreviations: Wrong: 2 – two.
8. Other examples of abbreviations:
Edu. – Education (use 1st few letters), Achvmnt-achievement (omit vowels), b’ful– beautiful , (write first few and last few letters), BBC –British broadcasting Corporation (acronyms), @,& ,= (conventional symbols), Govt. ,Ans. ,Ltd (standard abbreviations).
9. Notes making should not be lengthy. It should not cover more than 2 sides of a page.

Summary

- Do not exceed word limit given in the exam. Summary is made out of notes not the passage.
- Do not divide the summary in to different paragraphs. It should be attempted just after the note making.
- Do not start like this: ‘The passage talks about’.
- Do not use any abbreviations in summary. Write complete, grammatically correct sentences. Try to follow the order of the notes as far as possible

Format:TITLE (underline the title)

NOTES

1. Main Heading

A.1 Sub heading

Left Margin

A.1.1 Sub Sub-Heading (optional_

(do not

A.1.2 Sub Sub-Heading

Write no.

A.2 Sub heading

In margin)

A.2.1 Sub Sub-Heading

A.2.2 Sub Sub-Heading

2. Main Heading

B.1 Sub heading

B.1.1 Sub Sub-Heading

B.1.2 Sub Sub-Heading

B.2 Sub heading

B.2.1 Sub Sub-Heading

B.2.2 Sub Sub-Heading

Sample:**Q. Read the passage given below and make the notes.**

The small village of Somnathpur contains an extraordinary temple, built around 1268 A.D. by the Hoyasalas of Karnataka-one of the most prolific temple builders. Belur and Helebid are among their better known works. While these suffered during the invasions of the 14th century, the Somnathpur temple stands more or less intact in near-original condition. This small temple captivates with the beauty and vitality of its detailed sculpture, covering almost every inch of the walls, pillars, and even ceilings. It has three shikharas and stands on a star-shaped, raised platform with 24 edges. The outer walls have a profusion of detailed carvings: the entire surface run over by carved plaques of stone. There were vertical panels covered by exquisite figures of gods and goddesses, with many incarnations being depicted. There were nymphs too, some carrying an ear of maize (a symbol of plenty and prosperity). The elaborate ornamentation, very characteristic of Hoyasala sculptures, was a remarkable feature. On closer look – and it is worth it – the series of friezes on the outer walls revealed intricately carved caparisoned elephants, charging horsemen, stylized flowers, warriors, musicians, crocodiles, and swans.

The temple was actually commissioned by Soma Dandanayaka or Somnath (he named the village after himself), the minister of the Hoyasala king, Narasimha the Third. The temple was built to house three versions of Krishna. The inner center of the temple was

the kalyana mandapa. Leading from here were three corridors, each ending in a shrine, one for each kind of Krishna-Venugopala, Janardana and Prasanna Keshava, though only two remain in their original form. In the darkness of the sanctum sanctorum, I tried to discern the different images. The temple's sculptural perfection is amazing and it includes the doors of the temple and the three elegantly carved towers.

Ans:

Temple of Somnathpur

Notes

A. Prominent temples at Somnathpur:

A.1 built around 1268 A.D.

A.2 built by Hoyasalas.

A.3 built by most prolific temple-builders.

A.3.1 Belur and Helebid

A.3.2 suffered during the invasions of 14 century

A.3.3 Temple: the beauty and vitality

A.3.4 Detailed sculpture- covering walls, pillars, ceilings.

A.3.5. Three shikharas— stands star-shaped, raised platform – 24 edges

B. Characteristic of Hoyasala sculptures:

B.1 the series of friezes on the outer walls

B.2 revealed intricately carved caparisoned elephants .

B.2.1. charging horsemen

B.2.2. stylized flowers

B.2.3. warriors, musicians, crocodiles, and swans.

B.3. Temple in the History:

B.3.1 actually comm... Soma Dandanayaka or Somnath

B.3.2. inner center of temple was the kalyana mandapa.

B.3.3. Leading – three corridors, each ending in a shrine

B.3.4 Each kind of Krishna-Venugopala, Janardana and Prasanna Keshava

KEY TO ABBREVIATIONS

S.no. – Abbreviations - Words

1.	- Inc.	- includes
2	- Exq.	- exquisite
3.	- Fig.	- figures
4.	- Tstmny.	- testimony
5.	- Plrlty.	- Plurality
6.	- Comm.	- commissioned

Summary:

Somnath temple, situated in Somnathpur was commissioned by Somnath and it was built around 1268A.D. It is extraordinary due to the sculptures on the walls, pillars, and the ceiling which are covered figures of gods and goddesses. The sculptures have a series of finches on the outer walls and the molifs are carved elephants, charging horsemen and stylized flowers. Its three exquisite corridors, ending in a shrine, depict one for each version of Krishna-Venugopala, Janardana and Prasann Keshava.

Observe that indenting, i.e., shifting from the margin has been used to clearly indicate subheadings, points and sub points. Subheadings, though separated by points occur below one another. Points come below one another, and sub points to these are further indented. Such use of indenting gives your notes a visual character. At a glance you can see the main idea and its aspects.

You may also use other forms of numbering like:

1. _____
 - a).....
 - b).....
 - c).....

2. _____
 - a)
 - (i)
 - b).....

c).....

3. _____

a).....

b).....

c).....

(i)

(ii)

Q. Read the passage given below carefully and answer the questions that follow.

The Trail of smoke in most cases inevitably leads to school, and college days-those adolescent times when mere lighting up gave them the thrill of indulging in the prohibited. And yes, they weren't mama's boy (or girls) anymore; they were macho and grown up beyond listening to nannies. Or so they thought, till they got addicted.

There is a clear link between the youth and tobacco addiction. Statistics reveal that many children are initiated into the habit of smoking at the tender age of 10 years, according to Dr. Srinath Reddy, a researcher-activist. That's why it makes sense to stop them young, when they are vulnerable to peer pressure. Smoking, which often starts as an experiment in the company of friends often transforms into addiction.

According to the Non-Smoker's Health Protection Act 1997 nobody is allowed to store, sell or distribute cigarettes, or any other tobacco product within an area of 100 m around colleges, schools and other educational institutions. The Indian Parliament passed another comprehensive legislation, the Cigarette and Other Tobacco Products Act, a few years ago banning the sale of tobacco products to minors.

Has that made any difference? "You have to go to north campus to see if any law is followed.' Many students even argue that it is a matter of personal choice. "Once in college, a student is old enough to take decisions. It is clearly mentioned on cigarette packs that smoking is injurious to health' and after that if someone smokes, it is completely the individual's choice," says Manu Singh, a student at JNU. Sad reality is that nothing has been able to stop students from smoking in schools and colleges. It's fashion.

The law enforcement agencies takes refuge behind pleas like, they have large areas to cover with a small team. Their strength, they say, is not adequate to enforce laws. "Sometimes people pay the fine (Rs.200), which is hardly a big amount. In universities and colleges, raids are not possible. "With just one person from the police, it becomes impossible to control them," said Dr. M.D. Thapa, Chief District Medical Officer, Northwest district.

Advocate Ashok Agarwal does not buy the argument. According to him; there is a clear lack of interest on the part of the lawmakers. "The police and the administration have their own

priorities hence they have little time to look into these sensitive issues. “The situation in this case is that of accepted and agreed violation where just nobody is bothered,” he says.

The one answer the experts agree on is; the government. “There is no effort to implement the laws, complains advocate Ashok Agarwal. When society does not care, the government becomes duty-bound to make them care. “There is a direct link between the youth and tobacco addiction. “They are the key targets for the MNCs,””says Bijon Mishra, a social activist involved with the NGO, Voice. While society and its institution ignore those mischievous puffs in school canteens, the biggest beneficiaries are the tobacco companies.

(a) On the basis of your reading of the above passage make notes on it using recognizable abbreviations (minimum 4) wherever necessary. Supply a suitable title.

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

Marking scheme:

Title – 1 mark (do not write in sentence. Should tell what the passage is about)

Key – 1 mark (written neatly with only 4 – 7 abbreviations)

Content - with proper indent, notes written in phrases and not complete sentences, proper abbreviation etc. - 3 marks.

Summary – 3 marks
