



INDIAN SCHOOL MUSCAT SENIOR SECTION

DEPARTMENT OF ENGLISH CLASS XII



Samples - Note-Making and Summary (Revision Worksheet)

Notes are short written record of facts to aid the memory. Notes are usually taken to record a speech or dictation while listening to it or after reading a book, magazine or article. They are referred back whenever needed and may be reproduced in the desired way.

Characteristics of good notes

1. Short and Compact:
2. Good notes must be short and compact.
3. Complete Information:
4. They must contain all the important information.
5. Logical: They must be presented in a logical way.
6. Understandable: They should be understandable when consulted at a later stage.

Note. Confusing abbreviations should be avoided, e.g., the abbreviation 'under' may stand for understand, understood and understanding. Similarly 'indst' may stand for industry, industrial, industrious.

Example 1:

1. A good business letter is one that gets results. The best way to get results is to develop a letter that, in its appearance, style and content, conveys information efficiently. To perform this function, a business letter should be concise, clear and courteous.
2. The business letter must be concise: don't waste words. Little introduction or preliminary chat is necessary. Get to the point, make the point, and leave it. It is safe to assume that your letter is being read by a very busy person with all kinds of papers to deal with. Re-read and revise your message until the words and sentences you have used are precise. This takes time, but is a necessary part of a good business letter. A short business letter that makes its point quickly has much more impact on a reader than a long-winded, rambling exercise in creative writing. This does not mean that there is no place for style and even, on occasion, humor in the business letter. While it conveys a message in its contents, the letter also provides the reader with an impression of you, its author: the medium is part of the message.
3. The business letter must be clear. You should have a very firm idea of what you want to say, and you should let the reader know it. Use the structure of the letter—the paragraphs, topic sentences, introduction and conclusion—to guide the reader point by point from your thesis, through your reasoning, to your conclusion. Paragraph often, to break up the page and to lend an air of organization to the letter. Use an accepted business-letter format. Re-read what you have written from the point of view of someone who is seeing it for the first time, and be sure that all explanations are adequate, all information provided (including reference numbers, dates, and other identification). A clear message, clearly delivered, is the essence of business communication.
4. The business letter must be courteous. Sarcasm and insults are ineffective and can often work against you. If you are sure you are right, point that out as politely as possible, explain why you are right, and outline what the reader is expected to do about it. Another form of courtesy is taking care in your

writing and typing of the business letter. Grammatical and spelling errors (even if you call them typing errors) tell a reader that you don't think enough of him or can lower the reader's opinion of your personality faster than anything you say, no matter how idiotic. There are excuses for ignorance; there are no excuses for sloppiness.

5. The business letter is your custom-made representative. It speaks for you and is a permanent record of your message. It can pay big dividends on the time you invest in giving it a concise message, a clear structure, and a courteous tone.

Answers:

Title: Writing a Business Letter

Notes:

1. **Features of a gd. busns letter**
 - 1.1 conveys info efficiently to get results
 - 1.2 is concise
 - 1.3 is clear
 - 1.4 is courteous
2. **How to write a gd. busns. letter**
 - 2.1 Making letter concise**
 - 2.1.1 Intro shd be brief
 - 2.1.2 make your pt in precise words and sent's
 - 2.1.3 short letr more effective
 - 2.1.4 style is imp.—may ocaonly have hum'r
 - 2.2 Achieving clarity**
 - 2.2.1 Have a clear idea of what you wish to say
 - 2.2.2 structr the letter—intro &conclsn.
 - 2.2.3 use accepted format; para, topic, sent's
 - 2.2.4 check facts, expl'ns, refs.
 - 2.3 Being courteous**
 - 2.3.1 Expln. your pt. politely—avoid sarcasm/insults.
 - 2.3.2 careful wrtg&typg.
 - 2.3.3 gram. &spel'g errors to be avoided
3. **Importance of busns. letr**
 - 3.1 a representative
 - 3.2 permanent rec. message.

(Prepare a key to the abbreviations used in your notes)

Summary: A good business letter is that lends you positive and quality results. To get such results, a business letter should be effective in appearance, style and content. Apart from this a letter should be concise, clear and courteous. The business letter should be to the point as the message can be clear to the reader with an impression of you. The structure of letter should have topic sentence, introduction, paragraphs to conclusion. Reread the points you have written to avoid sarcasm and insults that can work against your motive. Further more grammar and spelling errors need to be avoided.

Example 2:

1. Good decoration reflects the personality of the people who live in the home. It should, first of all, be distinctive, just as each person is distinctive. A home should have unity not only within each room but also throughout the house. Rooms should, to some degree, harmonize with each other. The colour and styling of each room, particularly, should fit into the colour and styling of the rooms which run out of it.
2. Attractive home furnishings set the stage for pleasant living. If they are an expression of yourself, you will have a feeling of satisfaction every time you enter your home, and friends will share your enjoyment.
3. However, furnishings and surroundings expressive of just the right note of restfulness, gay informality, or elegant simplicity are not often assembled by accident. Even enthusiasm alone is not enough. For most home decorators, it takes poring over plans, trying colour schemes, finding ingenious ways to make the best of what you have, and shopping around to search out just the right purchases at prices you can afford to pay. But there is keen pleasure in striving for the perfect result, and great satisfaction in achieving it.
4. A successful house and successful rooms will depend upon the proper relationship of each element in it to the others and to the whole. Therefore, in selecting each piece it is well to consider the background, the usage, the draperies, the floor covering, the upholstering materials, the woods, shapes, colour scheme, and the “feeling” you prefer for the room.
5. Work and plan to enjoy your house. Limit the expenditures of time, effort and money to the extent of your abilities, so that just running the house doesn’t dominate your life. Elegance and delicate things may be a drain you can afford only in a limited way. If you can’t afford outside help, select a house and furnishings that require less care. Plan your activities so that tumult and upset are limited to a few rooms—an activity room or a bedroom, or a corner of the dining room.
6. You’ll get more pleasure out of a house if you have a hobby connected with it—collecting glass or antiques, gardening or indoor flower growing ceramics, art, cooking, decorating, flower arrangements, etc. And you’ll get more satisfaction and a great deal of help from studying household activities.
7. You can select a pleasing combination of colours from a wallpaper, a fabric, an oriental rug, a flower or scene, or even a picture in a magazine. If you don’t already have the furniture or rugs, it is a good idea to make up a colour scheme in this way. Let one colour predominate. Limit a colour scheme to two or three colours, with white or gray tones.

Title: Decorating One’s Home

Notes:

1. **Home reflects personality of home-owner**
 - 1.1 unity & harmony bet. rooms
 - 1.2 colour & styling sh’d match
2. **Elements of decoration**
 - 2.1 colour schemes
 - 2.2 draperies, rugs, upholstery, woods, shape
3. **Plan to enjoy the House**
 - 3.1 limit time, effort & money
 - 3.2 select furnishings which require little care
 - 3.3 confine hectic activities to a few rooms
 - 3.4 hobby connected with house—great pleasure.
4. **Choice of Colours**
 - 4.1 one colour sh’d predominate
 - 4.2 one can expt with colours
 - 4.3 calm colours for restfulness; intense for liveliness
 - 4.4 colours sh’d harmonise with furniture, draperies, carpets

(Prepare a key to the abbreviations used in your notes)

Summary: The maintenance of the house reflects the personality of the people who live in that. So the distinctive decoration is as important as one's attire in good clothes. A unity in the home can only be seen if the rooms in the house have a degree of harmony, colour and styling. Furniture is a working strategy for the pleasant living. If there is an expression of oneself then one will have a mental satisfaction everytime one enters one's home. To attain such satisfaction one needs to pore over plans, try colour schemes, window shopping to search the best thing for one's home.

Do it yourself: Exercise 1

1. The epidemic of heart attacks has been attaining alarming proportion in recent times causing grave concern especially to the medical fraternity.
2. To contain and control the increasing death and disability from heart attacks and to focus on public awareness and their involvement at global level, the World Health Organization (WHO) and the World Heart Federation observed September 24th as the World Heart Day.
3. What causes heart attacks? Dr H.S. Wasir, Chief Cardiologist and Medical Director, Batra Hospital and Medical Research Centre lists four main habits which adversely affect the heart health. These are lack of physical exercise, wrong eating habits, cigarette smoking and excessive alcohol consumption, and stressful lifestyle.
4. The importance of physical exercise in minimizing the incidence of heart attacks cannot be underestimated. "Physical exercise," says Dr Wasir, "plays a major role in achieving a long and healthy life in general and prevention of heart attacks in particular." There are several studies showing that physically active people have higher longevity than those sedentary or physically inactive.
5. In fact, the review of modern medical literature sums up the role of physical activity in health as 'Regular physical exercise adds not only years to life but also life to years'. It is the experience of many modern day physicians that some patients of angina (chest pain or discomfort on physical or mental exertion or after meals) do get relief with regularly done physical exercise.
6. What type of physical exercise and how much, one may ask. It is the isotonic (dynamic) exercise that is beneficial for the heart and not the isometric (static) exercise which should be avoided by heart patients. Weight lifting, carrying heavy suitcases while travelling, pushing a car are some of the examples of isometric exercises. Examples of the beneficial type of physical activity (dynamic exercise) are brisk walking, swimming, golf without power carts, badminton and tennis (doubles for those with old heart attacks but fully recovered, to be started only after physician's advice).
7. Walking is the best mode of doing regular physical exercise which requires no equipment, money, material or membership of a club! 30 to 60 minutes brisk walk even on alternate days has been proven to be beneficial. Stationary cycling or walking on a treadmill at home are the other alternatives.
8. Walking up the stairs instead of using a lift if going up to three or four floors or getting off the lift two or three floors before the destination and walking up the rest through stairs. Going up several floors in a overcrowded lift with limited fresh air to be shared by so many may also prove unhealthy.
9. Park a little away from the work place and walk that healthy distance.
10. Best time for brisk walks would be the early mornings before the traffic flow picks up and walking in the parks with thick plantation. Jogging on the roads with heavy traffic should be avoided as you will be inhaling air polluted with the toxins from vehicular exhaust such as dioxides of Sulphur and Nitrogen.
11. "Before starting any physical exercise programs for the first time, one must get fully evaluated by a cardiologist so as to avoid any harm being done by exercise if there is serious underlying heart disease

needing treatment,” warns DrWasir.

Do it yourself: Exercise 2

1. Scientists in the USA and Japan are developing a set of smart materials that clean themselves off dirt and stains besides eliminating foul odours and dangerous bacteria.
2. Exploiting powerful catalytic properties, researchers succeeded in creating tiles, glass, paint, paper and cloth that can keep themselves sparkling clean.
3. The first item to reach the market, a self-cleaning wall and counter tile, can not only kill bacteria but also eliminate odours and staining associated with smoke from cooking oils and cigarettes, reports the journal Technology Review.
4. The key to the self-cleansing world of the future is the interaction between titanium dioxide and ultraviolet rays from the sun or fluorescent lights. The special properties of titanium dioxide—a substance used to make paint and tooth-paste white—were first discovered by Tokyo University chemist Akira Fujishima and Associates in 1969. Their research showed that when exposed to solar energy, titanium dioxide has the ability to break down water into hydrogen and oxygen.
5. After a quarter-century of observation, scientists now understand that the reaction occurs as titanium dioxide absorbs energy from the UV band of sunlight and reacts with water vapour in the air to produce oxygen molecules. These molecules are energetic enough to break down organic matter into carbon dioxide and trace elements.
6. “When light shines on the white paint pigment, titanium dioxide, it produces an active form of oxygen that can burn combustible material at room temperature,” says David Ollis, Professor of Chemical Engineering at North Carolina State University. “It is a fire without a flame.”
7. Scientists have discovered that titanium dioxide-coated materials can easily remove thin deposits such as bacteria and fingerprints, though they are unable to break down thick splotches of organic materials—such as blood stains—because light and oxygen in the air cannot reach the surface where the reaction occurs.
8. Fujishima says that when titanium-dioxide tiles were used in the operating rooms and bathrooms of Ako Central Hospital in Ako, Japan, they killed 99.9 per cent of bacteria on their surface. Included among them were penicillin-resistant Staphylococcus and other germs that can cause secondary infections among patients.
9. The tiles—marketed by Japan’s Toto Corp under the name Neo-Clean—remain effective even though they are coated with a layer of titanium dioxide only one micron thick, about one-fiftieth the diameter of a human hair. Once the fine layer of compound is permanently affixed—it is commonly sprayed and then baked onto the tile’s surface—the company says it is resistant to the abrasion of ordinary scrubbing that might be needed for thicker stains. Moreover, because titanium dioxide acts only as a catalyst for the photochemical reaction, it theoretically never gets used up.
10. While cleaning time varies with the thickness of the deposit, Adam Heller, a professor of Chemistry at the University of Texas at Austin, says his experiment shows that titanium dioxide-treated glass removed fingerprints in about two hours. This glass, versions of which both Heller and Fujishima have developed, could be made reactive on both sides, making it ideal for everything from sky-scraper windows to car window glass.
11. The Japanese have tested other titanium dioxide-treated materials as well. Kazuhito Hashimoto, a chemist at Tokyo University, applied the compound to a porcelain urinal. After a month, the treated urinal looked sparkling clean while an untreated unit was blotched and yellowed. Elsewhere, researchers are experimenting to see if the tiles can keep themselves clean on the walls of heavily polluted car and truck tunnels. And a Japanese paper company is developing windows and partitions for Japanese houses while a camping equipment manufacturer is testing a self-cleaning tent fabric.

12. But the most promising self-cleaning product is likely to be a wash-itself paint. Both the Texas and the Tokyo laboratories have demonstrated the self-cleaning capacities of paints containing titanium dioxide. While they are not saying exactly how they did it, both claim to have overcome an intrinsic problem in which titanium dioxide breaks down materials that bind pigments in coloured paints.
