

# 5. NOTE MAKING



<b>MEANING</b>	<p>Note making is the practice of recording information from another source. The source could be a book, an event, a meeting or a general oral discussion.</p>
<b>ADVANTAGES OF NOTE MAKING</b>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid blue; border-radius: 50%; padding: 10px; width: 30%; text-align: center;"> <p>Making notes that are effective is about making sense of the material in a manner that is personal and individualized, thus ensuring a better understanding.</p> </div> <div style="border: 1px solid blue; border-radius: 50%; padding: 10px; width: 30%; text-align: center;"> <p>note making helps learners master the art of learning volumes of text quicker and aids in saving time while revising, particularly before exams.</p> </div> </div>
<b>STRATEGIES</b>	<p><b>STRATEGIES FOR EFFECTIVE NOTE MAKING</b></p> <ul style="list-style-type: none"> <li>• Read the text at least twice. The first time to get an overview or to identify the main idea and the second time to draw important points.</li> </ul>

## FOR EFFECTIVE NOTE MAKING

- Frame a heading/title based on the main idea. It should be short. Avoid using long sentences as a title.
- Look at how the main idea has been presented and developed. Normally there are three or four subordinate/associated ideas. You can frame subheadings based on these.
- Ignore information or points which are less important. Be as brief and specific as possible. Leave out examples and other unnecessary details.
- Systematically dividing and sub-dividing the important information, write the points in logical sequence.
- Though you write in phrases or points only, the information should be complete.
- Indent, i.e., suitably space and number the sub-headings and sub-sub points
- Leave no space for ambiguity
- Avoid adding your own interpretation.
- Ensure that you DO NOT change the author's intended meaning.
- Abbreviate often-repeated terms or lengthy words. Any abbreviation used should not hamper comprehension.

## STYLES OF NOTE MAKING

• In this form of note making, notes are written down the page, one line after the other in a structured manner. Such notes include headings for main ideas and concepts, sub-headings for main points within those ideas

**Linear Note  
Making**



• Non-linear notes have some distinctive patterns. They present and connect ideas in diagrammatical, non-linear forms. Non-linear styles of note making include mind maps, tables, flowcharts, and tree diagrams.

**Non-Linear Note -  
Making**





### **Question1**

**What is Note making? Explain.**

#### **Answer:**

Note making is the practice of recording information from another source. The source could be a book, an event, a meeting or a general oral discussion. Note making is useful as going through bulky documents (both hard copy and soft copy), listening to long lectures and attending day-long conferences trying to remember what was preached, can be very tedious.

Moreover, it has become imperative that the skill of note making be developed in a world where there is an explosion of information. There is a scarcity of time and the information available is vast, therefore, making brief notes with filtered and relevant information offers convenience. It allows one to skim and scan through available sources and make note of the desired knowledge in a form that is not only easy to write, easy to read but also less theoretical.

### **Question2**

**Distinguish Between Note Making and Note Taking?**

#### **Answer:**

Often the two terms, note taking and note making, are used synonymously. But we must distinguish between the two as there are subtle differences between them.

Note taking is a passive process that involves taking down what is heard or read without actually processing the information. Information is often copied from the original source and rewritten in a similar layout. In note taking, notes being taken are often unselective, trying to cover as much of the information as possible without highlighting the main points or issues.

Whereas, note making is a more active and focused activity. It assists your understanding of new material if the notes are organized in your own way and in your own words. Here the attempt is to produce notes that are organized in a way that makes more sense or leads to more connections between them. Note making makes it easier to distinguish between important issues and detail. Note taking should be regarded as the first-stage of the process and should lead to note making.

### **Question3**

## List out the Difference and similarities between Linear and Nonlinear Note Making.

### Answer:

Linear Note Making	Non- Linear Note Making
1. Connections between ideas are clear Not very visually appealing 2. Very difficult to add information later 3. Structured 4. Made using a format	1. Connections between ideas are quite clear Very visually appealing 2. Normally easy to add information later. 3. Not very structured 4. No fixed format

### Question4

#### What are Strategies for Effective Note Making?

### Answer:

#### Strategies for Effective Note Making

- Read the text - at least twice. The first time to get an overview or to identify the main idea and the second time to draw important points.
- Frame a heading/ title based on the main idea. It should be short. Avoid using long sentences as a title.
- Look at how the main idea been presented and developed. Normally there are three or four subordinate/ associated ideas. You can frame subheadings based on these.
- Ignore information or points which are less important. Be as brief and specific as possible. Leave out examples and other unnecessary details.
- Systematically dividing and sub-dividing the important information, write the points in logical sequence.
- Though you write in phrases or points only. the information should be complete.
- Indent; i.e., suitably space and number the sub-headings and sub-points
- Leave no space for ambiguity

Question not asked yet but Equally Important for Exams. For Practice do Exercise from Study Material.

### Question5

#### What are Advantages of Note Making?

**Answer:**

One of the chief advantages is that the learner can make notes in a pattern that he / she is comfortable and familiar with. Moreover, notes are useful records of important points for future use. They aid in writing in a more organised and planned manner .as you can see what information you have. Note making also helps in organization as you can rearrange and remember notes in a different order. Making notes that are effective is about making sense of the material in? manner that is personal and individualized, thus ensuring a better understanding. Furthermore, note making helps learners master the art of learning volumes of text quicker and aids in saving time while revising, particularly before exams.

**Question6****What are some note taking methods?****Answer:****The Best Note-Taking Methods**

1. Note-taking method #1: The Outline method. The Outline method is one of the best and most popular note-taking methods for college students. ...
2. Note-taking method #2: The Cornell Method. ...
3. Note-taking method #3: The Boxing Method. ...
4. Note-taking method #4: The Charting Method. ...
5. Note-taking method #5: The Mapping Method.

**Question7****What are the five methods of note taking?****Answer:**

Let's dive in.

1. Note-taking method #1: The Outline method. The Outline method is one of the best and most popular note-taking methods for college students. ...
2. Note-taking method #2: The Cornell Method. ...
3. Note-taking method #3: The Boxing Method. ...
4. Note-taking method #4: The Charting Method. ...
5. Note-taking method #5: The Mapping Method.

**Question8****How many types of note making are there?****Answer:**

The first three types of notes were all linear types of notes. They are helpful because lectures are almost always taught linearly.

**Question9****What is an outline format for notes?****Answer:**

Outlining is one of the most common and natural note-taking methods used in traditional lecture sessions convey your notes in the outline. The way you create your outline is your decision. Indenting your information under the main idea can help with understanding your written information better.

**Question10****How do you take good notes in a meeting?****Answer:****4 Tips to Take Notes Effectively**

1. Use pen and paper. Using pen and paper is less intrusive and easier to use.  
...
2. Learn shorthand. It's not just for court clerks or secretaries. ...
3. Just highlight the key points. Plot the outline of your notes even before the meeting starts.
4. Prepare a written report immediately after the meeting.

**Question11****What are the five R's of note taking?****Answer:**

The Five Rs of Note -Taking. Here is an easy way to remember the most important points of note-taking: Record: During the lecture, write all meaningful information legibly. Reduce: After the lecture, write a summary of the ideas and facts using key words as cue words.

**Question12****What are the steps in the Cornell note taking system?****Answer:**

- Step 1: RECORD LECTURE NOTES. The Note Taking Area is for writing your class notes.
- Step 2: REVIEW YOUR NOTES and CREATE YOUR SELF-TEST COLUMN. In the review/self-test column:
- Step 3: SUMMARIZE YOUR NOTES. Prepare a summary of the lecture in your own words. ...
- Step 4: TEST YOURSELF.

**Question13****How do you write an effective note on an exam?**For more Info Visit [www. KITest.in](http://www.KITest.in)

**Answer:****Important Tips:**

1. Don't take your notes lightly. Handle your notes with carefully!
2. Prefer Notebooks if you are creating paper notes. Don't use loose papers.
3. Keeps your hand-writing good while creating the practice notes.
4. Draw a content box on the first page of the notebook so that you can easily access the desired topic.

**Question14****What are the advantages of Cornell notes?****Answer:**

The Cornell method of note taking offers several advantages. It results in more organized notes. It allows students to quickly and identify key words and key concepts from a lecture. The notes can easily be used as a study guide for exam preparation.

**Question15****Give a format of note-making.****Answer:****FORMAT OF NOTE MAKING**

IS TECHNOLOGY CHANGING LIVES?

VARIOUS USES OF TECH.

1.1 SRC. OF INFORMATION

1.2 SRC. OF ENTERTAINMENT

1.3 MEANS OF COMMUNICATION

13.1 INSANT MESSAGES

13.2 E-MAIL

13.2 VIDEO CALLS ADV. OF TECH

2.1 EFFICENCY & PRODUCTIVITY

2.1 ENCOURAGES INNOVATION & CREATIVITY

2.3 CHANGED THE HEALTH INDUSTRY DIS ADV. OF TECH

3.1 JOB LOSS

3.2 SOCIAL ISOLATION

3.3. DEPENDENCY

**ABBREVIATION AND SYMBOLS USE**

'TECH'- TECHNOLOGY

'&' AND ,

'SCR' SOURCE

'ADV ' ADVANTAGE



'E-MAIL' - ELECTRONIC MAIL  
'DIS ADV' - DIS ADVANTAGE

### **Question16**

**What is the outline method for taking notes?**

**Answer:**

The outlining method is perhaps the most common form of note taking used by college students; an outline naturally organizes the information in a highly structured, logical manner, forming a skeleton of the textbook chapter or lecture subject that serves as an excellent study guide when preparing for tests.

### **Question17**

**What is sentence method?**

**Answer:**

A method of teaching reading by giving first attention to phrases and sentences and later analysing these into their verbal and alphabetic components; - contrasted with alphabet method and word method.

### **Question18**

**What is a charting method?**

**Answer:**

The charting method of taking notes is good when you need to place related information into different categories, arrange information in a certain order or when you want to compare the relationships between different ideas.

### **Question19**

**What is the sentence method of note taking?**

**Answer:**

The sentence method is a note taking strategy in which a note taker places each of the sentences that he or she writes on a separate line and numbers each line, so it is easier to see where one thought ends and another begins.

### **Question20**

**What are focus notes?**

**Answer:**

Cornell Notes are a proven focused note-taking method. ... Cornell Notes are taken during class lectures, class power points, class readings, or movies in which students are responsible for the information.

### **Question21**



**What are the steps in the Cornell note taking system?****Answer:**

- Step 1: RECORD LECTURE NOTES. The Note Taking Area is for writing your class notes.
- Step 2: REVIEW YOUR NOTES and CREATE YOUR SELF-TEST COLUMN. In the review/self-test column:
- Step 3: SUMMARIZE YOUR NOTES. Prepare a summary of the lecture in your own words. ...
- Step 4: TEST YOURSELF.

**Question22****What is an outline format for notes?****Answer:**

Outlining is one of the most common and natural note-taking methods used in traditional lecture sessions. convey your notes in the outline. The way you create your outline is your decision. Indenting your information under the main idea can help with understanding your written information better.

**Question23****Why do you need to take notes?****Answer:**

Taking notes is an important part of the life of every student. There are two main reasons why note-taking is important: When you are reading or listening, taking notes helps you concentrate. In order to take notes - to write something sensible - you must understand the text.

**Question24****What are the benefits of taking notes?****Answer:****7 Key Benefits of Effective Note-taking**

- Improves focus and attention to detail. ...
- Promotes active learning. ...
- Boosts comprehension and retention. ...
- Teaches prioritizing skills. ...
- Extends attention span. ...
- Improves organization skills. ...
- Increases creativity.

**Question25****Why is it important to develop study skills?**

For more Info Visit [www. KITest.in](http://www.KITest.in)

**Answer:**

Why Are Study Skills Important? Study smarter, not harder! By actively developing good study skills and learning strategies, you will keep your motivation high and achieve your goals more easily and more efficiently. Good study skills can improve your ability to learn and retain knowledge.

**Question26****What is mapping note taking method?****Answer:**

The Mapping Method. Mapping is a method that uses comprehension/concentration skills and evolves in a note taking form which relates each fact or idea to every other fact or idea. Mapping is a graphic representation of the content of a lecture.

OR

**Question27****What is mind mapping?****Answer:**

A mind map is an easy way to brainstorm thought organically without worrying about order and structure. It allows you to visually structure your ideas to help with analysis and recall. It is a kind of a content management system.

## PAST EXAMINATION QUESTIONS:

### MAY - 2018

**Question1****Read the passage:****Make Notes, using headings, sub headings, and abbreviations whenever necessary****(3 marks)****Write Summary****(2 marks)**

Anything printed and bound in a book size can be called a book, but the equality or mind distinguishes the value of it.

What is a book? This is how Anatole France describes it": A series of little printed signs essentially only that. It is for the reader to supply himself the forms and colors and

\_sentiments to which these signs correspond. It will depend on him whether the book be dull or brilliant, hot with passion or cold as ice. Or if you prefer to put it otherwise each word in a book is a magic finger that sets a fiber of our brain vibrating like a hard string and so evokes a note from the sounding board of our soul. No matter how skillful, how inspired the artist's hand, the sound it makes depends on the quality of the strings within ourselves".

Until recently books were the preserve of a small section - the urban upper classes. Some, even today, make it a point to call themselves intellectuals. It would be a pity if books were meant only for intellectuals and not for housewives, farmers, factory workers, artisans and, so on.

In India there are first generation learners, whose parents might have been illiterate. This poses special challenges to our authors and to those who are entrusted with the task of disseminating knowledge. We need much more research in the use of language and the development of techniques by which knowledge can be transferred to these people without transmission loss. Publishers should initiate campaigns to persuade people that a good book makes a beautiful present and that reading a good book can be the most relaxing as well as absorbing of pastimes. We should aim at books of quality no less than at quantitative expansion in production and sale. Unless one is constantly exposed to the best, one cannot develop a taste for the good.

### Answer:

#### 1. What is a book:

- 1.1. A series of little printed signs.
- 1.2. It will depend on the reader weather the book be- dull or brilliant.
- 1.3. It makes depends on the quality of the strings.

#### 2. Books for different streams:

- 2.1. Small section- the urban upper
- 2.2. Books are for intellectuals, housewives, formers, so on.

#### 3. Challenges to authors:

- 3.1. First generation learners, whose parents might have been illite.
- 3.2. Need research in the use of language and the development.
- 3.3. Books of quality no less than at quantitative expansion.

#### Keys:

- i. illite - illiterate.
- ii. Anything bound in a book size can be called a book, but the quality or mind disting the value of it. No matter how skillful, how inspired the artist's hand, the sound it rnakes depends on the quality of the strings. We should aim at books of quality no less than at qualitative expansion in production and sale. Unless one is constantly exposed to the best, one cannot develop a taste for the good.

## NOV - 2018

### Question1

#### Read the passage:

**Make Notes, using headings, sub headings, and abbreviations whenever necessary**

**(3 marks)**

#### **Write Summary**

**(2 marks)**

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. 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, humour 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. 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. 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 expected to do about it. Another form of courtesy is taking care in your writing and typing of 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. 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.

**Answer:****(i) Good Business Letter:****Characteristics of good business letter:**

- i. **Clear:** Language should be simple, and Adequate:
  1. Ref. No.,
  2. Date,
  3. Other information
- ii. **Concise:** Short
- iii. **Courteous:** Polite and respectful
- iv. Short Intro
- v. **Structure:**
  1. Intro.
  2. **Paragraph:** sentences to convey your exact message
  3. **Conclusion:** to guide the reader
- vi. Use accepted business letter format
- vii. Do not use verbose language.
- viii. Avoid grammatical and spelling errors
- ix. Avoid sloppiness
- x. **Re-read:** Change where necessary
- xi. Outline and Highlight

**Summary:**

A good business letter represents a good businessman. Thus a good business letter must be clear, concise, and courteous and serve its purpose of writing. Language of the letter must be polite and point to point that saves the reader's time. Where simplicity and shortness leads to effectiveness, sloppiness and verbosity leads to disrepute, so avoid it and be careful with your words. Information you convey must be adequate (Ref. No. etc.). Use the appropriate format and mode of communication. Its appearance (paper, color, size of paper) should also be perfect. Always write conclusion at the end. Re-read or revise from the point of view of the reader to check the errors and change if necessary. The business letter is your representative and speaks for you as a permanent record.

**MAY – 2019****Question1****Read the passage:****Make Notes, using Headings, Sub headings and abbreviations whenever necessary. (3 Marks)****(i) Note making & Summary**

Notes:-

**1. Economy sectors**

- i. Seller attract buyer by IQU.
- ii. Buyers decisions.
- iii. Government's monopoly.

**2. Health-care industry**

- i. Doctor-patient relationship.
- ii. Physician as the decision maker.
- iii. PC.

**3. Four identifiable participants**

- i. Physician
- ii. Hospital
- iii. Pt
- iv. Payer

**Abbreviations: -**

- i. IQU- Inducements of price, Quality and Utility of product.
- ii. PC- Power center.
- iii. Patient – Pt.

**NOV - 2019**

**Question1****Read the Passage:**

**(i) Make Notes, using Headings, Subheadings and abbreviations whenever necessary. (3 marks)**

**(ii) Write summary (2 marks)**

People do not always do the things we want them to do. No matter how reasonable or minimal our expectations may be, there are times when we are let down. Naturally, we feel upset and hurt when our expectations are not met. We dread confrontations because they are unpleasant and can damage relationships.

Yet not confronting a person does not solve the problem because unresolved issues also affect relationships in an adverse way. Actually, the real problem lies in our style of confrontation, not in the issue.

Typically, we use character-based confrontations. They help in venting our anger and hurt, but that is the only thing they do. They lead to angry show-downs and bring all discussions to a grinding halt. It is important to remember that self-image is the most

important. Possession of all human beings.

It is the way we view and regard ourselves in our own eyes and in the eyes of others. As self-conscious beings, we are actually aware of our image and constantly work towards protecting it from any damage.

We also seek approval from others about our own self-image. We feel distraught if we sense that there is even a slight threat to our self-image, because our character is the essence of our lives. To ensure a rational dialogue over dashed expectations, we need to deploy issued based confrontations. They involve an explanation of which actions have bothered us, in what manner and what changes we would like from the other person.

**Answer:**

### Title: Expectations & Self Image

#### 1. Bhvr of PPI

- 1.1. PPI do not always do things we want them to do.
- 1.2. We feel upset & hurt when our expctns are not met.
- 1.3. PPI drd cnfrntns.
- 1.4. As they dmg rltshps.

#### 2. What does Cnfrntns means?

- 2.1. Cnfrntns does not solve prblm
- 2.2. There are unrslvd prblms
- 2.3. Prblm is in our style of cnfrntns
- 2.4. Ppl use chrctr based cnfrntns

#### 3. Self-Image

- 3.1. Self cnscs beings are aware of image
- 3.2. Ppl cnstntly work to prtctng it
- 3.3. Ppl seek apprvi from others
- 3.4. Chrctr is essence of our lives
- 3.5. We deploy issued based cnirntns

### Key to Abbreviations Word

Work	Abbreviations
<b>Behavior</b>	Bhvr
<b>People</b>	ppl
<b>Always</b>	alwys



<b>Expectations</b>	expctns
<b>Dread</b>	drd
<b>Confrontations</b>	cnfrnts
<b>Damage</b>	dmg
<b>Relationships</b>	rltshps
<b>Problem</b>	prblm
<b>Unresolved</b>	unrslvd
<b>Constantly</b>	cnstntly
<b>Protecting</b>	Prtctng
<b>Approval</b>	apprvl
<b>Character</b>	chrctr
<b>Conscious</b>	cnscls

**(ii) Summary** - Behavior of people is such that they feel upset when their expectations are not met. People do not always do things we want them to do. People dread confrontations because they are unpleasant and can damage relationships. Confrontations does not solves problem as there are unresolved issues. The real problem lies in people's life is the style of confrontations, not in the issue, people use character based confrontations, self-conscious beings are aware of self-image. People constantly work to protecting it. People seek approval from others. Character is the essence of our lives.

## **JAN - 2021**

### **Question 1**

#### **Read the Passage:**

Whether one runs a large business, or is starting out with a new venture, or works as a corporate professional, chances are that at some point, one would be required to make a business presentations. Whether you are selling a product to a client, sharing your vision with your employees, or looking for new investors for your business, your presentations will always matter.

Making a good business presentations can be intimidating – you want to capture as much information as possible to answer any prospective questions from your audience, yet you want to keep your audience constantly engaged and interested So, what makes a good presentation?

It is important to connect with your audience with a story. And no, it doesn't mean you're presentation needs to be the most exciting work of fiction. Take your audience on a journey. When trying to convince potential investors, make them see the success you are striving for and what it will do for you and for them. To win over your employees with your new staff policy and how does it benefit them. Tell personal stories, give analogies and cite examples. Get your audience emotionally involved and you will be more likely to get them to side with you.

you want to keep your audience engaged at all times. Do not overwhelm them with a lot of information. Settle on three to five key messages that you want them to absorb and stick with them. You do not want to make. It is important to keep your presentations as straight forward and concise as possible.

At the same time, you need to know your content extremely well. While your keep your presentations short and to the point, it is no excuse for you to not have more detailed information regarding the subject of your presentation. It is likely you would need to answer questions from your audience at the end of the presentations you must review all pertinent information and key facts and figures before your presentation. Not only will it help you answer questions later, but it will also give you more confidence during your presentations, so you refer to your notes less and connect with your audience more.

In the end, a business presentation is about selling ideas. Do your researches well, describe your ideas Do your researches well, describe your ideas crisply, weave them into an interesting story and you are more likely to succeed.

**I. Make notes, using headings, sub --- headings and abbreviations whenever necessary.**

**Answer:**

**BUSINESS PRESENTATION:**

1) Good presentation:

- 1.1. Presentation plays an important role in business
- 1.2. In every aspects of business presentation will always matter.

2) Importance

- 1.1. To answer any prospective quen; from your audience.
- 1.2. I is imp't to connect you with your audience with as story

3) How to attract audience:

- 1.1. It doesn't need to be the most exciting work of fiction.
- 1.2. Make them see the success you are striving for.
- 1.3. Tell personal stories; give analogies and site example to win over your employees.
- 1.4. Do not overwhelmed med them with lot of info
- 1.5. Keep your pre'n straight forward and concise.

1.6. You must review all imp't info and key facts before your pre'n.

1.7. Answering their que'n will give you more confidence

Key to ABBREVIATIONS:

Que'n – Question; Pre'n – Presentation

Imp't – Important; Info – Information

## **II. Write summary.**

**Summary:** - A business presentation is all about selling ideas. Describing your ideas crisply and doing your researches well. Tell your audience an interesting story and you are more likely to succeed. Making good presentation can also be intimidating but helpful. At the end keep your audience engaged at all times.

# **JULY - 2021**

## **Question 1**

**Read the passage:**

**I. Make Notes, using headings, subheadings and abbreviations whenever necessary.**

**II. Write summary by giving a suitable title.**

Artificial intelligence (AI) is making a difference as to how legal work is done, but isn't the threat it is made out to be AI is making is done impressive progress and shaking up things all over the world today the assumption and a false one. The only purpose this assumption and 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.

Introducing AI to this profession will primarily be for the purpose of intelligence. The kind of artificial intelligences that is employed by industries in the current scene, when extended to the law will enable quicker services at a lower price. AI is meant to automate a number of task that take up precious workings hours lawyers could be devoted to task that requires discerning, empathy, and trust- qualities that cannot be replicated by even the most sophisticated form of AI The legal profession In the world. Thriving over 1000 years; trust, judgement, and diligence are the pillars is the relationship of trust between a lawyer and client, which can only be achieved through human connection interaction.

While artificial intelligence can be useful in a number of ways in legal field like translation of documents in order languages, mining of data pertaining to a cases for analyses helping decisions making, scanning and organizing documents pertaining to a case it cannot perform higher- level task 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.

**Answer:**

- 1) Not a threat
  1. 1 is of help
  1. 2 makes life easier
  1. 3 no profession defunct.
- 2) AI will help legal filed
  2. 1 recog. Human speed and object
  2. 2 Making decisions based on data.
  2. 3 translates langs.
  2. 4 Do search and find task.
- 3) AI. Cannot perform high level task like
  3. 1 Writing legal briefs
  3. 2 Advising client
  3. 3 apprng in courts
  3. 4 Sharp decisions making
- 4) Function of AI
  4. 1 collates data
  4. 2 Predicts probable outcomes
  4. 3 Tells return on invest.
  4. 4 considering agreement or arbitration.

**Key to Abbreviations.**

Abbreviations	Words
AI	Artificial Intelligence
recog	Recognizes
Langs	Languages
Apprng	Appearing
Invt.	investment

**SUMMARY:** Artificial Intelligence is not a threat but make life easier especially in the legal filed it cannot perform high – level task like writing legal briefs, adverting client, making sharp decisions and appearing in courts but it can collate data aid research and decisions based on data it can recognize human speech and translate languages. It can also predict parable outcomes tell return on investment, consider agreement or arbitration and is thus advantages to legal firms.

**DEC - 2021****Question 1****Read the Passage:**

- (i) **Make notes, using headings, sub-headings and abbreviation wherever necessary giving a suitable title. (3 Marks)**

**(ii) Write a summary. (2 Marks)**

Keeping cities clean, free of any kind of pollution, is essential for keeping their residents healthy. Our health depends not just on personal hygiene and nutrition, but critically also on how clean we keep our cities and their surroundings. The spread of dengue, chikungunya and corona virus are intimately linked to the deteriorating state of public health conditions in our cities as well.

The waste management to keep cities clean is now getting attention through the Swachh Bharat Mission. People are now more aware of the importance of cleanliness and necessary safety precautions to be observed on day to day basis.

However, much of the attention begins and stops with the brooms and the dustbins, extending at most to the collection and transportation of the mixed waste to some distant or not so distant place, preferably out of sight. The challenge of processing and treating the different streams of solid waste, and safe disposal of the residuals in scientific landfills, has received much less attention in municipal solid waste management than is expected from a health point of view. One of the problems is that instead of focusing on waste management for health, we have got sidetracked into "waste for energy". If only we were to begin by not mixing the biodegradable component of solid waste (close to 60 percent of the total) in our cities with the dry waste, and instead use this stream of waste for composting and producing a gas called methane.

**Answer:****(a) Note Making**

Title: Pollution & Public Health / Waste Management

1. Pb. Hlth. depends upon
  - 1.1 Per. Hygn
  - 1.2 Ntrtn
  - 1.3 Clnlns of cities
2. Poor Pb. Hlth causes
  - 2.1 Dengue
  - 2.2 Chikangunya
  - 2.3 Corona
3. Swacch Bharat Mission is
  - 3.1 adrsg. waste mgmt.
  - 3.2 gnrtng. awrns. about
    - 3.2.3 clnlns.
    - 3.2.4 safetyprctns.
  - 3.3 ltd. to
    - 3.3.1 placing dustbins
    - 3.3.2 cln. &trnsptn. Of waste
4. Waste mgmt..
  - 4.1 Challenges

4.1.1 prcng. &trtnng. Solid waste

4.1.2 safe disposal of residuals

#### 4.2 Focus

4.2.1 is waste for energy

4.2.2 should be for hlth.

#### 5. Plausible Solution

5.1 seg. Bio-deg. Waste for

5.1.1 composting

5.1.2 producing methan

#### Key to Abbreviations

1. Pb.: public
2. Hlth.: health
3. &: and
4. Per.: personal
5. Hyg.: hygiene
6. Ntrtn.: nutrition
7. Clnlns.: cleanliness
8. Adrsg.: addressing
9. Mgmt.: management
10. gnrtnng.: generating
11. awrns.: awareness
12. prctns.: precautions
13. cln.: collection
14. trnsptn.: trAnswerportation
15. prcng. : processing
16. trtnng.: treating
17. seg.:segregating
18. deg.: degradable

#### Summary

Public health largely depends upon personal hygiene, nutrition and cleanliness around cities. Poor public health causes widely transmissible diseases such as dengue, chikangunya and corona. Swacch Bharat Mission is not only addressing the issue of waste management but also spreading awareness about cleanliness and safety precautions related to the issue but it is limited to placing dustbins and collection as well as transportation of waste. Its focus is waste for energy rather than health. Possible solution entails segregating bio-degradable waste to produce compost and methane.

**JUNE – 2022**

#### **Question 1**

**Read the Passage:**

Cholesterol is a wax like substance that is present in our body. It's an important component of our cell walls and other tissues, but it is considered to be harmful if in excess. It can lead to blockages caused by plaque formation in the heart's arteries causing heart disease and heart attacks. Such blockages can also happen in arteries, in the legs or in the pea Cholesterol is produced in the liver, and the amount produced is influenced by our genes and many other factors. The food consumed by us has also an effect on cholesterol levels. Fatty foods, especially those high in saturated fats and foods high in simple sugars aie as cold drinks increase cholesterol levels. Lack of physical activity and exercise also leads to elevated levels of cholesterol.

Cholesterol levels can be reduced by following a heart-healthy lifestyle, which includes regular physical activity for at least 30 minutes daily and a diet high in fruits and vegetables and low in saturated sugar. Statins are a group of drugs most recommended for those with high cholesterol. Red yeast rice has been shown to be effective in lowering cholesterol. Garlic and flaxseed can be included in the daily diet. Olive oil, Canola oil or other oils rich in monounsaturated fatty acids can be used for cooking in order to reduce cholesterol through food.

The ill-effects of high cholesterol take time to show up, and one may not realise it until it's a bit too late. Cholesterol, by itself is important tata it insulates nerve cells and membranes. Being a fatty substance, it does not dissolve in the blood and is packaged into protein. There are 'good' HDL cholesterol and 'bad' LDL cholesterol. Bad cholesterol can stick to the smooth lining of the blood vessels, where it is absorbed, while HDL mops up excess bad cholesterol and removes it from blood vessels. Even moderate physical activity on a regular basis can help increase HDL cholesterol. Exercise five days a week, whether you are overweight or underweight. Aerobic exercises like walking, cycling, swimming, slow jogging, dancing etc. for 45 minutes, three times a week and anaerobic exercises like weight training, and sprinting for another three days will help increase god and reduce bad cholesterol. In order to maximize your cardiovascular fitness, aerobic exercises should raise your heart to a certain level. This level is called heart zone. One should keep the heart rate elevated for at least 20 minutes. Always warm-up, stretch, and relax before and after any workout to avoid injuries. All these contribute tu 4 healthicy and fitter life.

**(i) Make notes, using headings, sub-headings and abbreviation wherever necessary giving a suitable title.**

**(ii) Write a summary.**

**Answer:**

**i. Notes:**

1. Cholesterol

1.1. A waxy substance present in the body

1.2. An important component of our cell walls and other tissues

1.3. Harmful in excess



## 2. Harmful impacts

### 2.1. Blockages by plaque formation

#### 2.1.1. In heart's arteries

#### 2.1.2. In legs.

#### 2.1.3.1n brain

### 2.2. Heart diseases

### 2.3. Heart attacks.

## 3. Cholesterol amount controlled

### 3.1. Produced in liver

### 3.2. The food we consume - fatty Food

### 3.3. Influenced by genes

### 3.4. Physical activity and exercise

## 4. How to control

### 4.1. Heart-healthy lifestyle

#### 4.1.1. Regular physical activity — at least 30 minutes a day

#### 4.1.2. Diet high in fruits and vegetable and low in saturated sugar

### 4.2 Statins

#### 4.2.1. Red yeast rice

#### 4.2.2. Garlic and Flaxseed

#### 4.2.3 Oilrich in monounsaturated Fatty acids

## 5. Types of cholesterol

### 5.1. LDL -Bad-sticks to the smooth lining of the blood vessels

### 5.2. HDL -Good- mops up excess bad cholesterol and removes From blood vessels

## 6. Fora healthier and fitter lifestyle.

### 6.1. Exercise five days a week

### 6.2. Aerobic exercises for 45 minutes three times a week, raise the heart rate

#### 6.2.1. Walking

#### 6.2.2. Cycling

#### 6.2.3. Swimming

#### 6.2.4. Slow jogging

#### 6.2.5. Dancing

### 6.3. Anaerobic exercises three days a week

#### 6.3.1. Weight training

#### 6.3.2. Sprinting

## ii. Summary

Cholesterol, a waxy substance present in our body, is an important component of cell walls and other tissues. It can be harmful when it is in excess. Its level is affected by our genes, food and lifestyle. It can be controlled by leading heart- healthy life, doing

regular exercise and having a diet rich in fruits, vegetables and monounsaturated oil. There are 'good' HDL cholesterol and 'bad' LDL cholesterol To ensure an increase in HDL level and to lead a healthier life and fitter life, one must do aerobic and anaerobic exercises at least Five days a week.

## **DEC - 2022**

### **Question 1**

#### **Read the passage:**

In nature, the ability to change colour can be a key to survival. Vision is a very important sense in much of the animal kingdom, and many animals have come up with unique ways to use this sense to enhance their own survival. They may use this superpower to vanish into their own survival. They may use this superpower to vanish into their environments or to boldly assert their dominance. The colour of animals is by no means a matter of chance; it depends on many considerations, but in the majority of cases tends to protect the animal from danger by rendering it less conspicuous. Perhaps it may be said that if colouring is mainly protective, there ought to be but few brightly coloured animals. There are, however, not a few cases in which vivid colours are themselves protective. The kingfisher itself, though so brightly coloured, is by no means easy to see. The blue harmonizes with the water, and the bird as it darts along the stream looks almost like a flash of sunlight.

Desert animals are generally the colour of the desert. Thus for instance, the lion, the antelope, and the wild donkey are all sand-coloured. "Indeed," says Canon Tristram, "in the desert, whether neither tree, brushwood, nor even undulation of the surface affords the slightest protection to its foes, a modification of colour assimilated to that of the surrounding country is necessary. Hence, without exception, the upper plumage of every bird, and the fur of all the smaller mammals and the skin of all the snakes and lizards, is of one uniform sand colour."

The next point is the colour of the mature caterpillars, some of which are brown. This probably makes the caterpillar even more conspicuous among the green leaves than would otherwise be the case. Let us see, then, whether the habits of the insect will throw any light upon the riddle.

What would you do if you were a big caterpillar? Why, like most other defenceless creatures, you would feed by night, and lie concealed by day. So do these caterpillars. When the morning light comes, they creep down the stem of the food plant, and lie concealed among the thick herbage and dry sticks and leaves, near the ground, and it is obvious that under such circumstances the brown colour really becomes a protection. It might indeed be argued that the caterpillars, having become brown, concealed themselves on the ground, and that we were reversing the state of things. But this is

not so, because, while we may say as a rule that large caterpillars feed by night and lie concealed by day, it is by no means always the case that they are brown; some of them still retaining the green colour.

We may then conclude that the habit of concealing themselves by day came first, and that the brown colour is a later adaption.

**i. Make Notes, using headings, Sub-headings and abbreviation whenever necessary.**

### **Answer:**

In nature, the ability to change color can be key to survival. Vision is a very important sense in much of the animal kingdom, and many animals have come up with unique ways to use this sense to enhance their own survival. They may use this superpower to vanish into their environments—or to boldly assert their dominance.

#### **Seasonal change**

For animals that live in environments that change dramatically between seasons, it's useful to shift colors to blend in with the background as habitats transform from lush in summer to snowy in winter.

#### **Quick changers**

Some color changers can transform their hues in a matter of seconds.

Chameleons, for instance, can induce color change in less than half a minute with the help of special cells in their skin. Some of these are “dermal chromatophores” that contain pigment and are shaped like an asterisk adorned with long extensions.

#### **Super quick changers**

Other animals have evolved color-changing mastery that can take place in the blink of an eye.

Chameleon sand tilefish, for instance, can flash from blue-green to red in half a second thanks to a special type of iridophore in their scales that's activated by an adrenaline response.

**ii. Write a summary.**