

INTERNATIONAL INDIAN SCHOOL BURAI DAH

Worksheet for the Academic Year (2025-26)

CLASS: XI

SUBJECT: ENGLISH

LESSON: NOTE MAKING AND SUMMARISING

What is Note-Making and Summarising?

The aim of Note-making and summarising is to filter the important information and help us retain it. It also makes it easier for us to refer to the important points in future.

The *note-making and summarising* question consists of two parts. First, students are asked to prepare notes from the given passage which they are required to convert into a summary in the second part of the question.

Importance of Note-Making and Summarising

1. It transforms the entire set of information into a manageable size.
2. It includes the key points which make it more readable.
3. It helps in better understanding of the concept.
4. It aids quick revision during exam time.

Points to remember- Note-Making and Summarising

Effective Note-making Strategies

- Select only the relevant data and include only the essential phrases from the passage.
- Try to use a minimum amount of words. Complete sentences would not be accepted as notes. Thus, the usage of full sentences must be avoided.
- Only really important examples need to be included.
- Eliminate the use of auxiliary verbs, prepositions etc.
- It is necessary to give a suitable title to notes and maintain proper indentation.
- It is mandatory to make at least four headings and subheadings.
- The summary should be brief and should be made using notes prepared. It is important that one keeps in mind the word limit of the summary and strictly adheres to the notes.
- It is mandatory to include at least four abbreviations in your notes. Add a full stop after each abbreviation to make it clear for the reader. They should be common and easily identifiable. For example- “carbs.” for carbohydrates
- It is necessary to prepare a key to abbreviations (minimum four) and enclose it within a box.
- The presentation of this writing skill is of utmost importance.

EXAMPLE 1:

1. Conversation is indeed the most easily teachable of all arts. All you need to do in order to become a good conversationalist is to find a subject that interests you and your listeners. There are, for example, numberless hobbies to talk about. But the important thing is that you must talk about other fellow's hobby rather than your own. Therein lies the secret of your popularity. Talk to your friends about the things that interest them, and you will get a reputation for good fellowship, charming wit, and a brilliant mind. There is nothing that pleases people so much as your interest in their interest.
2. It is just as important to know what subjects to avoid and what subjects to select for good conversation. If you don't want to be set down as a wet blanket or a bore, be careful to avoid certain unpleasant subjects. Avoid talking about yourself, unless you are asked to do so. People are interested in their own problems

not in yours. Sickness or death bores everybody. The only one who willingly listens to such talk is the doctor, but he gets paid for it.

3. To be a good conversationalist you must know not only what to say, but how also to say it. Be mentally quick and witty. But don't hurt others with your wit. Finally try to avoid mannerism in your conversation. Don't bite your lips or click your tongue, or roll your eyes or use your hands excessively as you speak.
4. Don't be like that Frenchman who said, "How can I talk if you hold my hand?"

Q1 Make notes of above paragraph using abbreviations. Supply a suitable title also. 5

Q2 Make a summary of the passage. 3

EXAMPLE 2:

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 the 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 devoted 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 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 defence 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.

Q1 On the basis of your understanding of the above passage, make notes on it using headings and subheadings. Use recognizable abbreviations (wherever necessary- minimum four) and a format you consider suitable. Also supply an appropriate title to it. (5)

Q2 Write a summary of the passage in about 80 words. (3)

Solution :

Artificial Intelligence: Not a threat

1. Not a threat
- 1.1 is of help
- 1.2 makes life easier

- 1.3 no profession defunct
2. AI.will help legal field
 - 2.1 recog.human speech and object
 - 2.2 making decisions based on data
 - 2.3 translates langs.
 - 2.4 do search and find tasks
3. AI. cannot perform high level tasks like
 - 3.1 writing legal briefs
 - 3.2 advising clients
 - 3.3 apprng in courts
 - 3.4 sharp decision 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.	recognises
langs.	languages
apprng.	appearing
invnt.	investment

Summary

Artificial Intelligence: Not a threat

Artificial Intelligence is not a threat but makes life easier especially in the legal field. It cannot perform certain high-level tasks like writing legal briefs, advising clients, 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 probable outcomes, tell return on investment, consider agreement or arbitration and is thus advantageous to legal firms.

1. How does television affect our lives? It can be very helpful to people who carefully choose the shows that they watch. Television can increase our knowledge of the outside world; there are high quality programmes that help us understand many fields of study, science, medicine, the different arts and so on. Moreover, television benefits very old people, who can't leave the house, as well as patients in hospitals. It also offers non-native speakers the advantage of daily informal language practice. They can increase their vocabulary and practise listening.

2. On the other hand, there are several serious disadvantages of television. Of course, it provides us with a pleasant way to relax and spend our free time, but in some countries people watch television for an average of six hours or more a day. Many children stare at the TV screen for more hours a day than they spend on anything

else, including studying and sleeping. It's clear that TV has a powerful influence on their lives and that its influence is often negative.

3. Recent studies show that after only thirty seconds of television viewing, a person's brain 'relaxes' the same way that it does just before the person falls asleep. Another effect of television on the human brain is that it seems to cause poor concentration. Children who view a lot of television can often concentrate on a subject for only fifteen to twenty minutes. They can pay attention only for the amount of time between commercials.

4. Another disadvantage is that television often causes people to become dissatisfied with their own lives. Real life does not seem so exciting to these people. To many people, television becomes more real than reality and their own lives seem boring. Also many people get upset or depressed when they can't solve problems in real life as quickly as television actors seem to.

5. Before a child is fourteen years old, he or she views eleven thousand murders on the TV. He or she begins to believe that there is nothing strange about fights, killings and other kinds of violence. Many studies show that people become more violent after viewing certain programmes. They may even do the things that they see in a violent show.

(a) One the basis of your reading of the above passage, make notes on it using headings and subheadings. Use recognizable abbreviations (minimum four) and a format you consider suitable. Supply a suitable title to it. (5)

(b) Make a summary of the above passage in about 80 words. (3)

Solution 4:

Advantages and Disadvantages of Watching Television

1. Benefits

1.1 increases know.

1.1.1 of outside world

1.1.2 science

1.1.3 medicine

1.1.4 diff. Arts

1.2 recreation for old ppl. & patients

1.3 informal lang. practice

1.4 increases vocab. & helps practise listening

2. Disadvantages

2.1 ppl. watch for 6 hrs. or more

2.2 students stare at screen for hrs.

2.3 negative influence

2.4 effect on human brain

2.4.1 poor conc.

3. Impact

3.1 feels life not very exciting

3.2 TV more real, life seems boring

3.3 depression when can't solve problems

4. Violence shown on TV

4.1 children become violent

4.2 killings seem normal

Key to Abbreviations

Abbreviations	Words
ppl.	people

know.	knowledge
&	and
diff.	different
vocab.	vocabulary
lang.	language
hrs.	hours
conc.	concentration
TV	television

Summary

Advantages and Disadvantages of Watching Television

Watching television increases knowledge of the outside world, science, medicine and different arts. It helps old people and patients to recreate. It assists in informal language practice, improving vocabulary and practise listening. However, watching television for more than six hours and staring on screens has a negative influence on students. It affects the human brain and leads to poor concentration. Television makes life boring and nothing feels exciting. People can feel depressed when they are unable to solve problems as quickly as actors do. Television normalises violence which can make children violent.