

## NOTE MAKING AND ABSTRACTION

### Cardinal Rules of Note Making

- Notes are to be prepared using **POINTS ONLY**. Never use complete sentences. Grammatical correctness is not required.
- Provide a **suitable title** for the notes and the summary. The title should not exceed more than 5 words and should state the topic that is discussed in the passage. The title can be written either with the notes or the summary.
- The topic of discussion in each paragraph is the main point and the ideas elaborating on it are the sub-points.
- The **minimum number of main points** for the passage should be **3**.
- There should be **minimum 4 sub-points** for each main point.
- Make sure that all the important points in the passage have been covered while preparing the notes.
- Certain types of words like articles, words that are repeated, verbs that can be eliminated without losing out on the meaning, relative pronouns, conjunctions etc. can be ignored while preparing the notes.
- Use proper indentations for the notes. A systematic pattern is to be followed for the indentations such as if you adopt numerical then consistently use only numerical for the notes. If its alphabet indentation, then be consistent in using alphabets only. For eg.

I. (main point) 1. /1.1 sub-point 2. / 1.2 sub-point 3. /1.3 sub-point 4. /1.3 sub-point		A. (main point) a. Sub-point b. Sub-point c. Sub-point d. Sub-point
II. (main point) 1. / 2.1 sub-point 2. / 2.1 sub-point etc.		B. (main point) a. Sub-point B. Sub-point etc.

- Use minimum 4 abbreviations in the notes. Abbreviations can be either recognizable / universally accepted or they can be created by the student. Symbols and figures may also be used as abbreviations.
- A key has to be provided at the end of the notes for the abbreviations titled 'Key to Abbreviations'.

### Split-up of marks for Note Making

#### Content Area

#### Marks Allotted

Notes

3

Title	1
Abbreviations (minimum 4)	1
<b>Total</b>	<b>5</b>

### **SUMMARY**

The important points in the notes are written as meaningful sentences to form the summary. The word limit is 100.

Split-up of marks for Summary

<b>Content Area</b>	<b>Marks Allotted</b>
Content	3
Expression	2
<b>Total</b>	<b>5</b>

### **SOLVED EXAMPLE**

Read the passage given below.

Once a desire arises, we cannot forget it. There is an insistence within to fulfil it, that things must happen the way we want. As long as we have such compulsive desires, it is impossible to gain peace. The thought of the wish fulfilment keeps encroaching on our thoughts, thereby destroying our peace of mind. We cannot even sleep properly because our mind is filled with desires.

Once we have enjoyed something, we crave for it again and again. If we scratch when we feel an itch, we find that the itching increases. The nature of desire is the same. Once we start enjoying something, there arises more and more craving for it. Initially we desire pleasures we have not yet experienced and once we have enjoyed them, we keep remembering them and long to experience them again. When we sit for meditation or as we try to sleep, are these not the two things that disturb us – past experiences and future aspirations?

This does not mean that we should not plan for the future. It is not the day-to-day planning of work that we need to give up. The remembrance and desires for pleasurable experiences have to be given up. Buddha teaches that desires are the root cause for all evils. He taught his disciples to overcome all desires to attain enlightenment.

In fact, all religions teach us to control our desires to have a peaceful life. But it is easier said than done. In today's materialistic world where we are bombarded with a verity of things of all types and all for uses, it is very difficult to resist temptations. However you can do it if you learn to decide your priorities and stick to it.

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

Understanding Desires ← title (1 mark)

I. Desire and peace of mind ← (main point no. 1)

1.1. dsrs – difficult to forget ← (sub-points)

↳ Abbreviation -1

1.2.1. insistence within to fulfil

1.2.2. things to happen to our wish

1.3. compulsive dsrs, no peace.

1.4. restless sleep

II. Repeated wishes ← (main point no. 2)

2.1. once enjoyed, rptd craving

↳ Abbreviation – 2

2.2. initial urge - pleasures not expncd

↳ Abbreviation - 3

2.3. once expncd – remember again – longing for more

2.4. meditation, sleep disturbed by past expncs and future aspirations.

↳ Abbreviation - 4

III. Desire and planning ← (main point no. 3)

3.1. planning for future – necessary

3.2. day-to-day planning needed

3.3. remembrance and dsrs for pleasurable expncs to be stopped

3.4.1. Buddha – dsrs - root cause for all evils

3.4.2. taught disciples to overcome desires - enlightenment.

IV. Religious teachings ← (main point no. 4)

4.1. all religions - control desires for peaceful life

4.2.1. materialistic world - bombarded with variety of things

4.2.2. difficult to resist temptations.

4.3. can be done - learn to decide priorities, stick to it.

Key to Abbreviations

Dsrs	Desires	} 1mark
Rptd	Repeated	
Expncd	Experienced	
Expncs	Experiences	

(b) **Write a summary of the passage in about 100 words.**

Desires are difficult to forget. We want it fulfilled to our wish. Compulsive desires destroy peace and sleep. Initially, we want things we haven't experienced. Our past experiences and future aspirations disturb our meditation and sleep. Day-to-day planning and planning for future are important. Desire for pleasure should be given up. Buddha taught that desires cause evils and should be overcome for enlightenment. All religions teach this. Materialism makes temptations difficult to resist. Deciding our priorities and sticking to it will help to control desires.