

Note-Making Practice : Day -6

Time: 20 Min.

Passage – 1

- I. Read the following passages carefully and make notes on it, using headings, sub-headings, etc. Use recognizable abbreviations wherever necessary. (3)
- II. Also write a summary. (2)

If you are looking for ways to improve your writing skills there is one surefire way to accomplish this. Every time we sit down to write an article the intention should be to try and keep things short and sweet. Good articles are short articles that get a point across with the minimal amount of words used. All too often however we find ourselves going off on tangents thereby increasing the length of the article. Effective writing skills include the ability to write less and say more but without repetition this skill can be hard to develop.

Here are ways which can make you a better writer. Why say something in 100 words that can be said in just 50? Your readers will greatly appreciate this. It is always a good idea when writing to finish your composition and then let it sit for a while. With a little thought and a fresh perspective, you can always edit out words, phrases, and even paragraphs that are not needed. Getting your point across using as few words as possible will give those words you do use more impact.

Your ability to stick to the subject and get to the point is something every reader will appreciate. A common tendency for most writers is to sometimes deviate from the main point of their articles. In fact, meandering away from your intended subject can irritate readers to the point where they don't even finish reading what you wrote. The additional content does not necessarily add any value to the article itself and therefore can and should be left out when possible.

Learn to write so everybody understands you and don't try to impress them with your vocabulary.

The need for a dictionary is not what your readers are looking for since this takes additional time and is inconvenient. Always write to and for the general audience and never assume that they have an appreciation for a verbose vocabulary. This only makes their reading all the more difficult and less enjoyable.

The best way to improve your writing skills is through repetition. One of the most effective writing talents a person can develop is the ability to write less and say more. This is particularly true when you write an article since you want to capture the readers' attention without boring them. As a rule of thumb good articles are short articles.

Improve Your Writing Skills

- I) Consult your thoughts.
 - a) use few words
 - b) give the topic some thought
 - c) edit unwanted words, phrases, and even paras
- II) Stick to the subj.
 - a) Get right to the pt.
 - b) Do not devt. From the main pt.
 - c) Add content doesn't necessarily add any value.
 - d) dating from the topic irritates readers
- III) Write plainly
 - a) write for the general public
 - b) ensure everybody understands you
 - c) use easy vocab

Key to Abbreviations:

1. consult - consolidate
2. paras - paragraphs
3. pt. - point
4. devt. - deviate
5. subj. - subject
6. addn - additional
7. vocab. - vocabulary

SUMMARY

In order to improve writing skills, then there are certain things which must kept in mind. The first step is to stick to the subject. Do not divert from the topic. Getting your point across using as few words as possible will give those words you do use more impact. Additional content does not necessarily add value to the article and may irritate the readers. Remember to write for the general public. Use easy vocabulary to ensure that everybody understands you. The final step of writing your article is to let it sit for a while. Give it a little thought and edit out words, phrases, and even paragraphs that aren't needed.

Passage – 2

1. Read the following passages carefully and make notes on it, using headings, sub-headings, etc. Use recognizable abbreviations wherever necessary. (3)
2. Also write a summary. (2)

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

What is a book? An Irish pro verb says, 'a good laugh and a good sleep are the best cures in the doctor's book'. Ask an insomniac what the value of good sleep is. Without a night's sleep, the body does not function properly. Experts believe that deep sleep enables the nervous system to function properly. Without good and deep sleep one fails to concentrate, remember or analyse. It is during sleep that cells manufacture more proteins that are vital for the cell growth/sleep also keeps people fresh and active the whole day. Those who are unable to sleep well may develop ailments like high blood pressure, chest pain,

arthritis and depression. So people must aim at having good sleep. An adult need atleast even to eight hours of sleep at night. One can adopt various way to ensure good sleep. Regular exercises during the day and weekly massages have proved beneficial to many people. However, results vary from person to person.

People who find it difficult to sleep for different reason must avoid few things. For example, worrying about not getting sleep should be stopped. Overeating, staying awake for long hours at night, frequently having tea or coffee should be avoided. A glass of warm milk at bed time may prove to be helpful in many ways. Hence, to maintain good health one must have a goodnight's sleep.

- (i) Make notes, subheadings, abbreviations, wherever necessary giving a suitable title.(3Marks)
- (ii) Write a summary (2Marks)

Title: Health benefits of sleep

- (1) Good laugh and good sleep are imp
 - 1.1 An insomniac knows the imp of sleep
 - 1.2 Body does not function without good sleep.
- (2) With proper sleep:
 - 2.1 Nervous system functions properly
 - 2.2 Cells manufacture more proteins reqd. for cell growth
 - 2.3 One remains fresh n active throughout the day.
- (3) More info on sleep-related topics
 - 3.1 People with less sleep can develop chest pain, BP other problems
 - 3.2 An adult should sleep for 7 to 8hrs.
 - 3.3 Regular exercises and massages can help get better sleep
- (4) Precautions to be taken:
 - 4.1 Stop worrying
 - 4.2 Do not stay awake for long hrs at night
 - 4.3 Avoid frequent intake of tea/coffee
 - 4.4 A warm glass of milk before going to bed can be helpful.

Key:

Imp: important

Impn: importance

n: And

Hrs:

hours

Summary: A good night's sleep is beneficial from an if old reasons. It not only keeps one active, but also help in release of proteins necessary for growth. Regular exercises and weekly massages can prove to be in favour of good sleep. Lack of sound sleep might lead to health issues like BP, chest pains, arthritis and unevened press ion. Intake of coffee and tea, sitting for late hour sand over eating should be avoided to ensure good sleep. A glass of warm milk before bed time may prove to be helpful for a good night's sleep.

Passage – 3

1. Read the following passages carefully and make notes on it, using headings, sub-headings, etc. Use recognizable abbreviations wherever necessary.
2. Also write a summary. (2)

Almost all of us have suffered from a headache at some time or the other. For some a headache is a constant companion and life is a painful hell of wasted time.

The most important step to **cope with** headaches is to identify the type of headache one is suffering from. In tension headaches (two hand headache), a feeling of a tight band around the head exits along with the pain in the neck and shoulders. It usually follows activities such as long **stretches** driving, typing or sitting on the desks. They are usually short lived but can also last for days or weeks.

A headache is usually caused due to the spinal misalignment of the head, due to the posture. Sleeping on the stomach with the head turn to one side and bending over positions for a long time make it worse.

In migraine headaches, the pains usually on one side of the head may be accompanied by nausea, vomiting irritability and bright spots of flashes of light. This headache is meant worse by activities especially bending. The throbbing pain in the head worsens by noise and light. Certain triggers for migraines may be chocolate, caffeine, smoking or MSU in certain food items. The pain may last eight to twenty-four hours and there may be a hangover for two or three days. Migraines are often produced by an 'aura'-----changes in sight and sensation. There is usually a family migraine.

In a headache, pain originates from the brain but from the irritated nerves of muscles, blood vessels and bones. These head pain signals to the brain which judges the degree of distress and relays it at appropriate sites. The pain sometimes may be referred to sights other than the problem areas. This is known as referred by pain and occurs due to sensation overload. Thus, though, most headache states at the base of the skull referred pain as felt typically behind the eyes.

Factors causing headache are understood but it is known that a shift in the level of body **hormones** chemicals, certain foods and drinks and environmental stress can trigger them.

If the headache troubles you often, visit the doctor, who will take a full health history relating to diet, life stresses, the type of headache, triggering factors and relief measures. You may be asked to keep a 'headache diary' which tells you to list – the time headache started and when it ended, emotional environmental and food and drinking factors which may contribute to it. The type and severity of pain and the **medications** used which provide much relief are also to be listed.

This helps the doctor in determining the exact cause and type of headache and the remedy thereof.

Title:- Headache/ Types of Headache

A. Types:-

- (i) tenshdache
- (ii) migrhdache

B. Symptoms:-

(i) Tenshdache

- (a) Feeling tight band around head
- (b) Pain in neck and shoulders

(ii) Migrhdache

- (a) pain on one side of the head
- (b) vomiting and irritability
- (c) bright sport of flashes of light

C. Causes:-

(i) Tenshdache

- (a) long stretches of driving
- (b) long hours of typing or sitting on the desk

(ii) Migrhdache.

- (a) Chocolate, coffee, smoking.
- (b) MSU is certain food items

D. Trtmnt :-

- (i) Self –care techniques for shorter period.
- (ii) Maintain Hdache diary.
- (ii) Visit Doctor for permanent trtmnts.

Abbreviations used

Tnsn	-	tension
Hdache	-	headache
Migrn	-	migrain
Trtmnt	-	treatment

2) Summary of the passage: -

Life becomes a painful hell if headache becomes once constants companion. In order to find an effective cure for it, is very important to identify the type of headache one suffering from. It can be tension headache or a migraine and the treatment as to be found as accordingly. Self-medication should be done for only a short-term relief and with the greatest caution. Doctor's advice is a must if it persists for a longer time. Also maintain 'headache diary' to help the doctor to find the causes of the headache.

