

Note Making

What is Note Making?

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.

The necessity of note making

Knowledge is vast and unlimited, but our memory is limited. We cannot remember all the information all the time. Hence note-making is necessary. With the help of notes we can recall the entire information read/heard months ago. Note-making is quite useful to students preparing so many subjects. At the time of examinations, it is not possible to go through voluminous books. At such critical times, notes are quite handy. Hence note-making fulfils three useful functions:

1. It keeps a lot of information at our disposal for ready reference.
2. It helps us reconstruct what was said or written and thus accelerates the process of remembering/recall. .
3. It comes in handy in delivering a speech, participation in a debate/discussion, writing an essay and revising lessons before an examination.

How note making helps us

While making notes we do not simply read the passage/listen to speech but consider various points made by the writer/speaker and draw our own inferences about what is being presented. Thus note-making helps us in understanding the passage in a better way and organising our thoughts systematically.

Characteristics of good notes

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

Mechanics of note making

While making notes we follow certain standard practices. These may be listed as follows:

- (a) Heading and Sub-headings
- (b) Abbreviation and Symbols
- (c) Note-form
- (d) Numbering and Indentation

Heading and sub-headings

The heading reflects the main theme whereas the sub-headings point out how it has been developed. The selection of proper heading and sub-heading reveals the grasp of the passage by the students.

In the absence of proper assimilation of main ideas and subsidiary points it is impossible to make notes.

Abbreviations and symbols

They are used for precision and economy of words and hence quite helpful in note-making. At least four recognisable abbreviations are to be used in note-making in your board examination.

These are essential components of note-making. Students often make use of abbreviations and symbols in doing their written work.

A. SYMBOLS

(a) Universal symbols

&	for 'and'	%	for per cent
∴	for therefore	100	for hundred
∵	for because	e.g.	for for example
i.e.	for that is	viz.	for namely

(b) Mathematical symbols

>	for greater than	<	for less than
=	for equal to	/	for or
@	for at the rate of	®	for before

B. ABBREVIATIONS

Abbreviations can be divided into three groups:

- (a) *Acronyms* (capital initial letters)
- (b) *Contractions* (taking first few letters of the word)
- (c) *Short forms* (taking first few and last few letters)

STUDY THE FOLLOWING EXAMPLES

(a) **Acronyms.** Capital initial letters

e.g. CBSE	for	Central Board of Secondary Education
CO	for	Commanding Officer
CM	for	Chief Minister
GPO	for	General Post Office
NCERT	for	National Council of Educational Research and Training
PM	for	Prime Minister
SHO	for	Station House Officer
SP	for	Superintendent of Police
UK	for	United Kingdom
USA	for	United States of America
UNO	for	United Nations Organisation
UNESCO	for	United Nations Educational, Scientific and Cultural Organisation
WHO	for	World Health Organisation

(b) **Contractions.** Taking first few letters of the word

e.g. Capt.	for	Captain	Rev.	for	Reverend
Co.	for	Company	Sc.	for	Science
Col.	for	Colonel	Sept.	for	September
dis.	for	discount	Sig.	for	Signature
esp.	for	especially	Soc.	for	Society
fig.	for	figure	Tech.	for	Technical
Hon.	for	Honorary	Tel.	for	Telegram
in.	for	inch	Tele.	for	Telephone
Lab.	for	Laboratory	Univ.	for	University
Lib.	for	Library			

(c) **Short forms.** Taking first and last letters

e.g. bk	for	book	Pt	for	Point
Dr	for	Doctor	retd	for	Retired
dft	for	draft	relgn	for	Religion
Dept	for	Department	rec'd	for	received
estd	for	established	shd	for	should
ft	for	foot/feet	Std	for	Standard
Govt	for	Government	Stn	for	Station
Ltd	for	Limited	Secy	for	Secretary
Mr	for	Mister	Wt	for	Weight
Ms	for	Miss/Mrs	Yr	for	Year
Org'zn	for	Organization	Yd	for	yard

(d) **Some other contractions**

e.g. A/c	for	account	edn	for	education
bldg	for	building	kg	for	kilogram
bks	for	books	m	for	metre
can't	for	cannot	N/A	for	not applicable
civil'zn	for	civilization	rdng	for	reading
cm	for	centimetre	shan't	for	shall not
C/o	for	care of	won't	for	will not
MS	for	manuscript	M/S	for	messers

USE OF FULL STOP IN AN ABBREVIATION

(a) Often a full stop is put after an abbreviation which does not end with the last letter of the word; such as

Col.	for	colonel	Co.	for	company
Div.	for	division	info.	for	information

(b) The abbreviations that end with the last letter of the word do not require any full stop at the end, such as

Govt	for	government	Mr	for	Mister
Ms	for	Miss	Pt	for	Pandit
Dr	for	Doctor	Wrt'g	for	writing
10th	for	Tenth	Wt	for	weight

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.

Note-Form

While making notes the whole information is listed in note-form in points only. Notes should not be written in complete sentences as we can't remember the whole information. So only the main points are listed one under the other and numbered.

It implies the logical division and sub-division of the listed information by using figures, letters, dashes and spaces.

All examples and figurative speeches are eliminated.

Numbering and indenting

Indentation

Indentation means leaving space at the beginning of a line of print or writing.

First write the title and then write down the notes in a logical order. From the main headings to the sub-headings, the numbering should be spaced a little to the right.

Indented Format

1.
(a)
(i)
(ii)
(b)
(c)
(i)
(ii)
(iii)

- Main Sections : 1, 2, 3, 4, etc..
- Sub Sections : (a), (b), (c), (d), etc.
- Sub-sub sections : (i), (ii), (iii), (iv), etc.

or you may use **Decimal System**

- Main Sections : 1, 2, 3, 4, etc.
- Sub Sections : 1.1, 1.2, 2.1, 2.2, 2.3, etc.

Sub-sub Sections : 1.1.1, 1.1.2, 2.1.1, 2.1.2, etc.

CONCLUSION

Indented Format

1.
1.1
1.2
2.
2.1
2.2
2.2.1
2.2.2

Your notes should look like this:

<p>Heading</p> <ol style="list-style-type: none">1. Subheading<ol style="list-style-type: none">1.1. Point1.2. Point1.3. Point<ol style="list-style-type: none">1.3.1. Sub-point1.3.2. Sub-point2. Subheading<ol style="list-style-type: none">2.1. Point2.2. Point3. Subheading<ol style="list-style-type: none">3.1. Point3.2. Point

How to write note making:

Follow the following steps:

Step 1 : (i) Read the passage carefully.

(ii) Try to get the theme and subject of the passage. You may ask yourself: "What is this passage about?" This will provide you the gist.

Step 2 : Read carefully. Identify main ideas and important supporting details.

Step 3 : Make notes of the main ideas under headings and add sub-points under sub-headings.

Step 4 : Use proper format and write notes

Step 5 : Use recognisable abbreviations wherever possible

Note making Examples Solved Questions:

Read the following passages carefully:

Note making Example Passage 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, 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.

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 organisation 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.

Q. - Make notes on the passage using recognisable abbreviations in any suitable format. Give a title to the passage. **5**

Q. - Make a summary of the passage. **3**

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 ocasnly 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.

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.

Note making Example Passage 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 comer 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 mg, a flower or scene, or even a picture in a magazine. If you don't already have the furniture or mgs, 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.

These points will help you:

1. Always choose colours that please you personally— subtle, calm colours if you prefer a restful atmosphere, intense colours if you like liveliness and cheer.
2. Don't be afraid of colour. Experimenting on paper will give you confidence. (But remember larger batches of colour are more intense.) Try out various colour combinations, then live with them—look at them frequently before you actually start buying.
3. Colours should harmonize with furniture, draperies, carpets.

Q. - Make notes on the passage in any suitable format. Use abbreviations, wherever necessary. Give a suitable title. **5**

Q. - Make a summary of the passage. **3**

Answers:

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 furnish'gs 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

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 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 enter one's home. To attain such satisfaction one need to pore over plants, try colour schemes, window shopping to search the best thing for one's home.

Note making Example Passage 3:

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 NeoClean—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.

Q. - Give a suitable title to the passage. **1**

Q. - Make notes of the contents of the passage you have read. Use a format you consider suitable. Use recognizable abbreviations wherever necessary. **4**

Q. - Make a summary of the passage. **3**

Answers:

Title: Self Cleaning Materials

Notes:

- 1. Self clg. mats.**
 - (a) clean dirt, stains
 - (b) eliminate foul odour & dang, bacteria
- 2. Self clg. tiles—pple. of wk.**
 - (a) uv rays \rightarrow TiO_2
- 3. Spl. props, of TiO_2**
 - (a) TiO_2 makes paint/tooth paste white
 - (b) ability to break down H_2O into H_2 and O_2
 - (c) abs. energy from uv band + reacts with H_2O vapours \rightarrow prod. $\text{O}_2 \rightarrow$ brk. org. matter \rightarrow CO_2 + trace elements
- 4. Discovery Testing & Research**
 - (a) dis.- Akira Fujishima (Tokyo Univ.)—1969
 - (b) Testg.- Ako Central Hospl.
 - (c) Adam Heller (Texas Univ.)— TiO_2 coated glass—removed finger prints in 2 hrs.
- 5. Marketing**
 - (a) Tiles called 'Neo clean'
 - (b) Jap. Toto Corp.
- 6. Future Prospects wash itself paint**

SUMMARY - Scientists of Japan and USA have developed many smart materials that not only clean themselves off dirt and stains but also eliminate adours and dangerous bacteria. Some tiles, glass, paint, paper and cloth have been introduced those can be kept clean manually. Titanium dioxide and ultraviolet rays from the sun are the keys to the self cleaning world. But the most effective and promising, self cleaning product is likely to be wash itself paint.

Passage 04:

1. Out of the staggering amount of money that the state and central government spend on higher education, fifty per cent is wasted due to fifty per cent failures in the university examinations all over the country. There is a single strong reason why a university degree should be paid for in full by the student himself.
2. This thinking has been gathering momentum since January 1986, when the pay scales of college and university teachers were revised and which put an additional burden of more than a hundred crores on the University Grants Commission and the state governments. Arrears to the tune of ₹ 5,000 to ₹ 22,000 were given to all teachers in most of the 150 universities and 5,000 colleges of the country. Because of the enhanced salary and dearness allowance, which is revised every January and July, the government expenditure on higher education has almost doubled during the last five years.
3. As against this, the tuition fees have remained static since Independence (with minimal revisions last year). Not that the governments did not consider the question of raising them, but the threat of student agitation and political unpopularity proved a hurdle too strong to surmount. Consequently, there is now a yawning gap between what a college student pays and what the state spends on him.
4. According to UGC sources, a student pays rupees 200, 250 and 325 per annum for education in arts, commerce and science respectively, whereas the government subsidy amounts to Rupees 2800, 3400 and 4200 annually. This includes the expenditure incurred by some trust managed

colleges which, according to the rules of the states in which they function, comes to 5 per cent to 3 per cent. But as most of the colleges have found ways to evade even this responsibility, the ultimate burden falls on the governments themselves.

5. A way out of the imbroglio was thought out in recent years. The Human Resources Development Ministry floated the concept of autonomous colleges. After much public debate it was decided that some hundred colleges should be granted autonomy to begin with. Now about 90 colleges are autonomous. They are making appointments, framing their own syllabi and conducting examinations, but have not yet been able to muster up courage to enhance fees. They continue to give maintenance grants from the state coffers.
6. Under the circumstances, the concept of self-financing higher education seems to be a remote dream. Secondly, as most of the university campuses are politically alive and financially bankrupt, the government will have to continue paying them their annual grants. Suddenly, converting them into self-financing institutions has become impossible. It is a different matter if the states start a new set of educational institutions as totally self-financed. But who will bear the huge initial expenditure—the parents or the government?

Q. - On the basis of your reading of the above passage, make notes on it, using recognizable abbreviations where necessary. Use a format you consider suitable. Supply an appropriate title. **5**

Q. - Make a summary of the passage. **3**

Answers:

Self-financing University Education

1. **Reasons for making univ. degrees paid in full**
 - 1.1. huge expenditure due to hr. edu.
 - 1.2 50% wastage due to univ. exams
 - 1.3. univ. income static
 - 1.4. wide diff. between income & exp.
2. **Reason for keeping tuition fee static**
 - 2.1. threat of student agitation
 - 2.2. fear of political unpopularity
3. **Concept of autonomous colleges**
 - 3.1. HRD Ministry's brain child – a way out
 - 3.2. have autonomy in
 - (i) framing syllabi
 - (ii) appointments
 - (iii) exams.
 - 3.3. Fees not enhanced yet
4. **Self-financing hr. edu. remote**
 - 4.1. univ. campus politically alive, financially bankrupt
 - 4.2. new set of educational institutions – totally self-financed
 - 4.3. to introduce self-financing or not
 - 4.4. huge initial expenditure – who will bear – parents/govt.?

SUMMARY - Fifty percent of staggering amount of money spent by govt, on higher education is wasted. There are various reasons for making university degree paid in full. Huge expenditure due to higher education, static income of university. Fear of political unpopularity and threat of student agitation prevent universities in revising the fees. Autonomous colleges have also failed to enhance fees. Most of the university campuses are politically alive and financially bankrupt. Self financial

educational institutions are remote dream under these circumstances but who will bear the huge initial expenditure – the parents or the government?

Passage 05:

1. Shop till you drop is no longer a problem that only women with money in their purses and time on their hands suffer from. Excessive shopping and insatiable appetite for goods are causing problems in all countries which have hitherto promoted naked consumerism because personal debts are mounting, creating innumerable difficulties for credit card businesses. Millions are gripped by an insatiable appetite to spend and visit the frequent sales that keep occurring in New York, Milan, London or Paris. People can become compulsive buyers of anything from household gadgets, food, clothes, to cars.
2. Compulsive buying has now been diagnosed as a disease and is the result of the growing advertising campaigns and competition in which shops and firms undercut each other with huge price discounts. If shops are closed and it is too late, there is always the possibility of shopping through the net. The addiction to shopping is spreading all over the world. In UK, 2.5 million people are gripped by the shopping fever. In America, a shopper's paradise, the number is much more at 15 million. With rising incomes, millions of Indians could join the league of 'shopoholics'. It is called 'oniomania' which is a compulsive disorder that drives people to buy in a repetitive and uncontrolled manner regardless of consequences.
3. Self-help groups are springing up to help compulsive shoppers. Because people affected by this problem suffer greatly from feelings of isolation, guilt and fear. It can lead to a break down of relationships under the burden of debt and deceit. Women are more vulnerable than men to this addiction because they tend to believe that to be valued by society they have to look good. They are more insecure about their image and while they are shopping, they get a boost to their self image from the attention they get from shop assistants. They come back feeling beautiful and successful. Men too are now joining the ranks of keen shoppers.
4. The results can be devastating and debts can be huge. Compulsive shoppers keep borrowing on their credit cards. Psychologists are now saying that people have to face compulsive shopping as a disorder. It is like the eating disorder or work or exercise addiction. Most people with eating disorders also have shopping/spending problems. To break the habit various tips are now being offered and one of the important tips is not to look at glossy magazines. Most of these magazines work on people's aspirations and make the readers discontented with their lifestyle and prompt them to buy more. Other tips include taking regular stock of one's clothes and accessories and piling them up in heaps to convince oneself that one doesn't need more.
5. Other ways to discourage shoppers is to make credit less easily available. Advertising that encourages consumers to borrow and buy instantly are also encouraging shopoholics. Easy credit to the young is one way of encouraging them to shop without guilt and thus more careful screening of potential card holders is necessary to ward off future bad debts. But unfortunately, these deterrents may not work because like the children of alcoholics and drug addicts turn to these substances, children of shoppers also indulge in compulsive shopping.

Q. - On the basis of your reading of the above passage, make notes on it. using recognizable abbreviations where necessary. Supply a suitable title. **5**

Q. - Make a summary of the passage. **3**

Answers:

Title: Compulsive Buying

Notes:

1. **Consumerism**
 - 1.1. insatiable appetite for goods
 - 1.2. mount'g debts.
2. **Compulsive buying – a disease**
 - 2.1. a disorder called 'oniomania'
 - 2.2. price discounts
 - 2.3. grow'g advt. camp'n & compta
 - 2.4. shop'g thro' net
 - 2.5. credit cards – easy & instt. borrowing
 - 2.6. shopoholics – worldwide
3. **Problems of compulsive buyers**
 - 3.1. Isolation, guilt & fear
 - 3.2. breakdown of relationship
 - (i)debt
 - (ii)deceit
 - 3.3. women more vulnerable to addiction
4. **Tips to break habit of compulsive buying**
 - 4.1. Avoid looking at glossy mag's
 - 4.2. Take regular stock of clothes/accessories
 - 4.3. Making credit less easily available
 - 4.4. Check on advt. encouraging easy borrowing

SUMMARY - Consumerism encourage insatiable appetite for goods which mount debts compulsive buying is a disease or a disorder called 'oniomania'. Price discount, Net shopping growing advertisement, credit cards etc. promote this disorder. This results in isolation, guilt and fear. Women are more vulnerable to addiction. This disorder can be checked by avoiding looking at glossy magazines, taking regular stocks of accessories and making credit less easily available. Advertisements encouraging easy borrowing must be strictly checked.
