



SNS COLLEGE OF ENGINEERING

Kurumbapalayam (Po), Coimbatore – 641 107



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NOTE MAKING

Making notes is an important part of the life of every student. There are two main reasons why note-taking is important:

1. 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. As listening and reading are interactive tasks, taking notes help you make sense of the text. Taking notes does not mean writing down every word you hear; you need to actively decide what is important and how is related to what you have already written.
2. Notes help you to maintain a permanent record of what you have read or listened to. This is useful when revising in the future for examinations or other reasons.

Good notes should be accurate, clear and concise. They should show the organization of the text, and this should show the relationship between the ideas.

How to take notes.

When you're reading, first survey the text to find the main points and how they are related. Then read for the subsidiary points; see how they are related to the main points and to each other. Then, reduce the points to notes. Make sure links and relationships between the ideas are shown.

Good notes need to be organised appropriately. There are two main methods for this:

1. List

The topic is summarised one point after another, using numbers and letters and indentation to organise information in order of importance. The numbers and letters can be used by themselves or in combination.

I, II, III, IV, V, VI, VII, VIII, IX, X,

A, B, C, D, E, F, G, H, I,

1, 2, 3, 4, 5, 6, 7,8,9,10,

(i), (ii), (iii), (iv), (v), (vi), (vii), (viii), (ix), (x),

a, b, c, d, e, f, g, h, i,

2. using decimals

1.1, 1.2, 1.2.1, 1.2.2, 1.3, 2.1, 2.2, 2.3



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Sample: Read the following text and make notes.

COFFEE AND ITS PROCESSING

The coffee plant, an evergreen shrub or small tree of African origin, begins to produce fruit 3 or 4 years after being planted. The fruit is hand-gathered when it is fully ripe and a reddish purple in colour. The ripened fruits of the coffee shrubs are processed where they are produced to separate the coffee seeds from their covering and from the pulp. Two different techniques are in use: a wet process and a dry process.

The wet process First the fresh fruit is pulped by a pulping machine. Some pulp still clings to the coffee, however, and this residue is removed by fermentation in tanks. The few remaining traces of pulp are then removed by washing. The coffee seeds are then dried to a moisture content of about 12 per cent either by exposure to the sun or by hot-air driers. If dried in the sun, they must be turned by hand several times a day for even drying.

The dry process In the dry process the fruits are immediately placed to dry either in the sun or in hot-air driers. Considerably more time and equipment is needed for drying than in the wet process. When the fruits have been dried to a water content of about 12 per cent the seeds are mechanically freed from their coverings.



The characteristic aroma and taste of coffee only appear later and are developed by the high temperatures to which they are subjected during the course of the process known as roasting. Temperatures are raised progressively to about 220-230 BC. This releases steam, carbon dioxide, carbon monoxide and other volatiles from the beans, resulting in a loss of weight of between 14 and 23 per cent. Internal pressure of gas expands the volume of the coffee

seeds from 30 to 100 per cent. The seeds become rich brown in color; their texture becomes porous and crumbly under pressure. But the most important phenomenon of roasting is the appearance of the characteristic aroma of coffee, which arises from very complex chemical transformations within the beans. The coffee, on leaving the industrial roasters, is rapidly cooled in a vat where it is stirred and subjected to cold air propelled by a blower. Good quality coffees are then sorted by electronic sorters to eliminate the seeds that roasted badly. The presence of seeds which are either too light or too dark depreciates the quality.

ANSWER

COFFEE AND ITS PROCESSING

coffee plant

- evergreen shrub / small tree



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- from Africa
- fruits after 3/4 years
- fruit - red/purple

gathered by hand

processed to separate seeds from covering

- two processes used

1. wet process

- fruit pulped by machine
+ fermentation in tanks
+ washing
- seeds dried to 12% moisture by sun or hot air driers
need to be turned by hand
- dried immediately in sun or with driers
- when dried to 12% seeds freed from coverings

2. dry process

roasting at 220-230 °C

- releases gases etc - loss of weight, increases volume, aroma and taste develop
- become rich brown in colour, texture becomes porous

finally sorted

Read the following passage carefully:-



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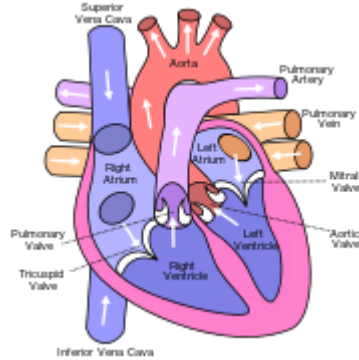
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The work of the heart can never be interrupted. The heart's job is to keep oxygen rich blood flowing through the body. All the body's cells need a constant supply of Oxygen, especially those in the brain. The brain cells live only four to five minutes after their oxygen is cut off, and death comes to the entire body.

The heart is a specialized muscle that serves as a pump. This pump is divided into four chambers connected by tiny doors called valves. The chambers work to keep the blood flowing round the body in a circle.

At the end of each circuit, veins carry the blood to the right atrium, the first of the four chambers. $\frac{2}{5}$ oxygen by then is used up and it is on its way back to the lung to pick up a fresh supply and to give up the carbon dioxide it has accumulated. From the right atrium the blood flows through the tricuspid valve into the second chamber, the right ventricle. The right ventricle contracts when it is filled, pushing the blood through the pulmonary artery, which leads to the lungs – in the lungs the blood gives up its carbon dioxide and picks up fresh oxygen. Then it travels to the third chamber, the left atrium. When this chamber is filled it forces the blood through the mitral valve to the left ventricle. From here it is pushed into a big blood vessel called aorta and sent round the body by way of arteries.

Heart disease can result from any damage to the heart muscle, the valves or the pacemaker. If the muscle is damaged, the heart is unable to pump properly. If the valves are damaged, blood cannot flow normally and easily from one chamber to another, and if the pacemaker is defective, the contractions of the chambers will become uncoordinated.

Until the twentieth century, few doctors dared to touch the heart. In 1953 all this changed after twenty years of work, Dr. John Gibbon in the USA had developed a machine that could take over temporarily from the heart and lungs. Blood could be routed through the machine bypassing the heart so that surgeons could work inside it and see what they were doing. The era of open heart surgery had begun.

In the operating theatre, it gives surgeons the chance to repair or replace a defective heart. Many patients have had plastic valves inserted in their hearts when their own was faulty. Many people are being kept alive with tiny battery operated pacemakers; none of these repairs could have been made without the heart – lung machine. But valuable as it is to the surgeons, the heart lung machine has certain limitations. It can be used only for a few hours at a time because its pumping gradually damages the blood cells.

On the basis of your reading of the above passage make notes on it, using headings & Sub headings. Use recognizable abbreviations wherever necessary (minimum 4). Use a format you consider suitable. Supply an appropriate title to it.



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Solution / Hints

Title:- Heart

Notes:-

- i) Function of Heart
 - a) Vital for living (i) never stop wrkg.
 - b) Supplies oxygen rich blood to diff. Parts of the body.
- ii) Structure of the heart
 - a) div. 4 chambers connected by valves
 - b) Blood purified in the lungs.
 - c) Arteries carry pure blood to diff. Part of the body.
- iii) Heart disease – cause
 - a) Weak muscles
 - b) Defective valves
 - c) Defective pace maker
- iv) History of open heart Surgery.
 - a) 1953 – Dr. Gibbon inv. Heart lung machine
 - b) Blood could pass through the machine
 - c) Enabled open heart surgery
 - d) Limitation
 - (i) can be used only for a few hrs. at a time.
 - (ii) damages flood cells.

Abbreviation used

Diff.	Different
inv.	Invented
div.	Division
chamb.	Chambers
hist.	History
hrs.	Hours

Summary:-

The heart is a vital organ of the body, which never stop working. It supplies oxygen rich blood to all parts of the body. It is divided into four chambers inter connected by valves. Blood is purified in the lungs and arteries carry it to different parts of the body. Heart disease has various cause such as weak muscles defective valves or a defective pace maker. The era of open-heart surgery began in 1953 when Dr. Gibbon developed the heart lung machine. Replacement of valves and other areas of a damaged heart is now possible.

Read the following passage and make notes on it.



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EXERCISE I

Anaesthetics : Pain Killing Drugs

Anaesthetics are drugs that cause unconsciousness or insensibility to pain. Their use in modern medicine permits painless surgery during the simplest operation of a few minutes' duration, to the most delicate operation lasting many hours.

Anaesthetics are divided into two broad groups, General anaesthetics and anaesthetics. General anaesthetics can cause total unconsciousness in the patient by temporarily altering the normal activities of the central nervous system. Local anaesthetics temporarily deaden sensation on a particular or local area of the body.

General anaesthetics are usually administered to the patient in one of the two ways; inhalation or intravenous injection. In the inhalation method the patient breathes a gas or vapour into his lungs. In the intravenous injection the drug is put directly into a vein.



Two drugs often used as general anaesthetics in operations of short duration are the liquids vinethene, which causes rapid anaesthesia and trilene, which produces a light, pain-killing effect. Trilene is usually combined with nitrous oxide and oxygen.

Not all surgery requires the patient to be unconscious. For minor operations, only restricted, or local area of the body need to be made insensible to pain; thus a local anaesthetic is administered. The local anaesthetic prevents sensation of pain from travelling through the nerves in the drugged area.

Local anaesthesia can be produced through three sites of injection. Infiltration is the injection of the drug into the tissues. Block anaesthesia is produced by the injection of the drug around the main nerves leading to the operation area. These main nerves are blocked from transmitting sensory impulses. Spinal anaesthesia results from the injection of the drug into the space surrounding the spinal cord.

Exercise II

Read the following passage and make notes on it.



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Stages of Man's Evolution

Man, at first, seemed to have no very promising outlook in the general struggle for existence. He was still a rare species, less agile than the monkey in climbing trees to escape from wild beast, almost destitute, no natural protection against cold in the way of fur, hampered by his long infancy, and with difficulty securing food in competition with other species. His only initial advantage was his brain. Gradually, this one advantage proved cumulative and transformed him from a hunted fugitive into the Lord of the Earth.

The early steps in this process are pre- historic and their order is conjectural. He learned to tame fire, which had presented dangers similar in kind, though less in degree, to those of the release of nuclear energy in our own day. Fire not only improved his food, but by being kept burning at the mouth of his cave ensured his safety while he slept. He invented spears, bows and arrows. He dug concealed pits in which infuriated mammoths hopelessly struggled. He domesticated animals. And at the dawn of history, discovered the uses of agriculture.

EXERCISE III- Read the following passage and make notes on it.

CREATIVE ACTIVITY

I would say that there is a physiological need, in living matter, to create. The laws of nature are such that nature is running down all the time, things are becoming disorder all the time and living matter is constantly opposed to this. It is constantly trying to create order.

The word ' Creation' means "the creation of order", the finding in nature of links, of likeness, of hidden patterns which the living thing- the plant, the animals, the human mind- picks out and arranges.

To my mind, it is a mistake to think of creative activity as something unusual. I hold that the creative activity is normal to all living things. Creation is the finding of order in what was disorderly and this is a characteristically human activity.

So I would say that the ability to work creatively in more fields than one is a historical accident, which pertains to some people who had, by chance or by the nature of their environment, the skill needed in several fields.

Exercise IV-The New Music

The new music was built out of materials already in existence: blues, rock'n'roll, folk music. But although the forms remained, something wholly new and original was made out of these older elements - more original, perhaps, than even the new musicians themselves yet realize. The transformation took place in 1966-7. Up to that time, the blues had been an essentially black medium. Rock'n'roll, a blues derivative, was rhythmic, raunchy, teen-age dance music. Folk music, old and modern, was popular among college students. The three forms remained musically and culturally distinct, and even as late as 1965, none of them were expressing any radically new states of consciousness. Blues expressed black soul; rock, as made famous by Elvis Presley, was the beat of youthful sensuality; and folk music, with such singers as



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Joan Baez, expressed anti-war sentiments as well as the universal themes of love and disillusionment. In 1966-7 there was a spontaneous transformation. In the United States, it originated with youthful rock groups playing in San Francisco. In England, it was led by the Beatles, who were already established as an extremely fine and highly individual rock group. What happened, as well as it can be put into words, was this. First, the separate musical traditions were brought together. Bob Dylan and the Jefferson Airplane played folk rock, folk ideas with a rock beat. White rock groups began experimenting with the blues. Of course, white musicians had always played the blues, but essentially as imitators of the Negro style; now it began to be the white bands' own music. And all of the groups moved towards a broader eclecticism and synthesis. They freely took over elements from Indian ragas, from jazz, from American country music, and as time went on from even more diverse sources (one group seems recently to have been trying out Gregorian chants). What developed was a protean music, capable of an almost limitless range of expression.

The second thing that happened was that all the musical groups began using the full range of electric instruments and the technology of electronic amplifiers. The twangy electric guitar was an old country-western standby, but the new electronic effects were altogether different - so different that a new listener in 1967 might well feel that there had never been any sounds like that in the world before. The high, piercing, unearthly sounds of the guitar seemed to come from other realms. Electronics did, in fact, make possible sounds that no instrument up to that time could produce. And in studio recordings, multiple tracking, feedback and other devices made possible effects that not even an electronic band could produce live. Electronic amplification also made possible a fantastic increase in volume, the music becoming as loud and penetrating as the human ear could stand, and thereby achieving a 'total' effect, so that instead of a passive audience of passive listeners, there were now audiences of total participants, feeling the music in all of their senses and all of their bones.

Third, the music becomes a multi-media experience; a part of a total environment. In the Bay Area ballrooms, the Fillmore, the Avalon, or Pauley Ballroom at the University of California, the walls were covered with fantastic changing patterns of light, the beginning of the new art of the light show. And the audience did not sit, it danced. With records at home, listeners imitated these lighting effects as best they could, and heightened the whole experience by using drugs. Often music was played out of doors, where nature - the sea or tall redwoods - provided the environment.

Exercise V-Violence

Four instances of violence come to my mind. One I read about in the newspapers; another I witnessed; in a third I was on the receiving end; in the fourth, the most brutal of them all, I was a perpetrator.

The first took place an hour's drive from my home in Atlanta, Georgia, when a mob in Athens, screaming epithets and hurling rocks, attacked the dormitory occupied by the first Negro girl to enter the University of Georgia.

The second I saw years ago as I walked through a slum area of the Lower East Side of New York: a little old Jew with a beard, pulling his pushcart, was arguing with a Negro who was demanding payment for his work. The bearded man said he didn't have the money and the Negro said he needed it and the argument grew, and the Negro picked up a stick of wood and hit the old man on the side of the head.



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The old man continued pushing the cart down the street, blood running down his face, and the Negro walked away.

In the third instance, I took my wife and two-year-old daughter to a concert given in an outdoor area near the town of Peekskill, New York. The concert artist was Paul Robeson. As he sang under the open sky to an audience of thousands, a shouting, angry crowd gathered around the field. When the concert was over and we drove off the grounds, the cars moving in a long slow line, we saw the sides of the road filled with cursing, jeering men and women. Then the rocks began to fly. My wife was pregnant at the time. She ducked and pushed our daughter down near the floor of our car. All four side windows and the rear window were smashed by rocks. Sitting in the back seat was a young woman, a stranger, to whom we had given a lift. A flying rock fractured her skull. There were dozens of casualties that day. The fourth incident occurred in World War II when I was a bombardier with the Eighth Air Force in Europe. The war was almost over. German territory was shrinking, and the Air Force was running out of targets. In France, long since reoccupied by our troops, there was still a tiny pocket of Nazi soldiers in a protected encampment near the city of Bordeaux. Someone in the higher echelons decided, though the end of the war was obviously weeks away, that this area should be bombed. Hundreds of Flying Fortresses went. In each bomb bay there were twenty-four one-hundred-pound fire-bombs, containing a new type of jellied gasoline. We set the whole area aflame and obliterated the encampment. Nearby was the ancient town of Royan; that, too, was almost totally destroyed. The Norden bombsight was not that accurate.

These four instances of violence possess something in common. None of them could have been committed by any animal other than man. The reason for this does not lie alone in man's superior ability to manipulate his environment. It lies in his ability to conceptualise his hatreds. A beast commits violence against specific things for immediate and visible purposes. It needs to eat. It needs a mate. It needs to defend its life. Man has these biological needs plus many more which are culturally created. Man will do violence not only against a specific something which gets in the way of one of his needs; he will do violence against a symbol which stands for, or which he believes stands for, that which prevents him from satisfying his needs. (Guilt by association is high-level thinking.)

With symbolic violence, the object of attack is deprived of its particularity. Only in this way can man overcome what I believe is his natural spontaneous feeling of oneness with other human beings. He must, by the substitution of symbol for reality, destroy in his consciousness the humanness of that being. To the angry crowds outside the dormitory in Athens, Georgia, their target was not Charlayne Hunter, an extremely attractive and intelligent young woman, sitting, brave and afraid, in her room. She was a 'dirty nigger' - a symbol abstracted from life. To the Negro who committed violence on the streets of New York, this was not a pathetic old Jewish immigrant, forced in the last years of his life to peddle vegetables from a pushcart, but a dehumanised symbol of the historic white exploiter who used the Negro's labour and refused to pay him a just wage. To the screaming rock-throwers of Peekskill who fractured the skull of a young woman returning from a concert, the people in the car they attacked were not a family on an outing; in this car were people who had gone to hear a black-skinned communistic singer and who therefore were all congealed into a symbol representing nigger-loving communism. And as I set my interval meter and toggled off my bombs over the city of Royan, I was not setting fire to people's homes, crushing and burning individual men, women and newborn babies. We were at war, we always dropped bombs on the enemy, and down there was the enemy.



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You tube link:

<http://www.youtube.com/watch?v=9gCrslHx7xA> (note making)

Puzzle:

There was a green house. Inside the green house there was a white house. Inside the white house there was a red house. Inside the red house there were lots of babies. What is it?

Answer:

What kind of room has no doors or windows? Answer;

Which word in the dictionary is spelled incorrectly?

Answer:

If you have me, you want to share me. If you share me, you haven't got me. What am I?

Answer:

Feed me and I live, yet give me a drink and I die. Fire.

Answer:

Activity Based Learning: Film Review (Note Taking)

Watch a movie and take notes in the note making format.



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