

six sections, each with its own fixed procedure and its own shape

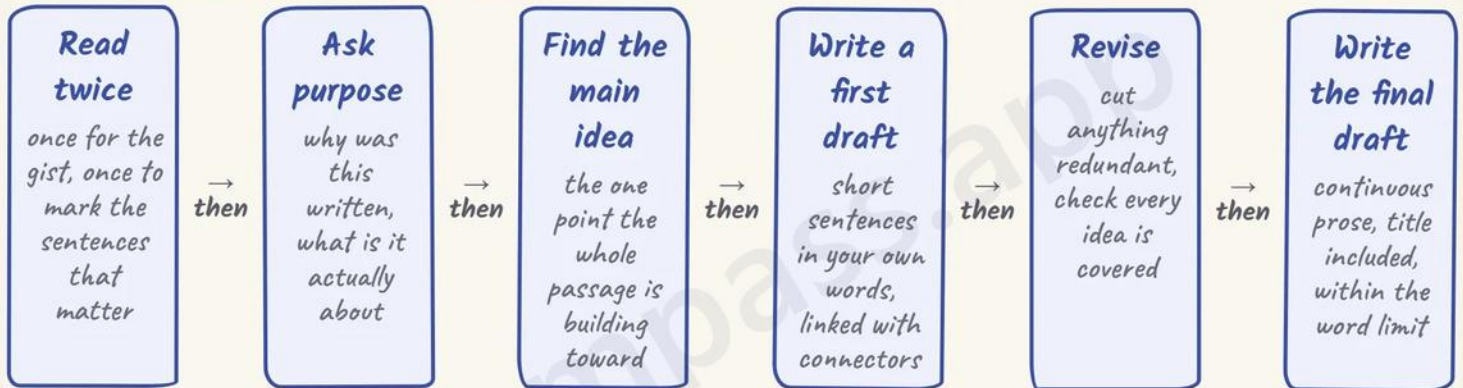


learn these

Summary Writing: the main points, in your own words

- the purpose is a clear, objective picture: main points only, no examples, dates or statistics
- carries its own short title, drawn from the passage's central idea, like a headline
- written entirely in your own words, lifting phrases from the passage defeats the point
- the question states the word limit, counted, work to that number, not a rough fraction

Summary Writing, six steps in order



Summary Writing: DOs and DON'Ts

DOs

- read and re-read the passage, then read the actual instructions before writing anything
- identify the main idea by questioning the passage, then form short sentences of your own
- connect the sentences with linkers, and remove redundant words from the key sentences

DON'Ts

- don't add any new information, or comment with your own opinion
- don't include examples, dates or statistics from the passage
- don't exclude a main idea just to save words, trim the wording instead

a summary that fails either list reads as either padded or incomplete, both cost marks

