NOTE: Cut out the statements below to make the activity

Find the section you are being asked to summarise.

Read the section to get a general

understanding of what is it about.

Does it divide into sections? If yes,

mark these out.

Read the text again, underlining any parts

which seem to be important. Make sure you

underline the verbs.

Make your own notes from these

important points.

Use your own words as far as possible.

Omit any comparisons, examples or

illustrations which have been made.

List the ideas in the same order as they

appear in the original.

Write a rough draft from your notes.

Check the number of words and write your

final summary.