With a partner tick √ the sections you find most challenging:

**√**

|  |  |
| --- | --- |
| 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. |  |