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 generalunderstanding of what is it about. Does it divide into sections? If yes,mark these out. |  |
| Read the text again, underlining any partswhich seem to be important. Make sure youunderline the verbs. |  |
| Make your own notes from theseimportant points. |  |
| Use your own words as far as possible.Omit any comparisons, examples orillustrations which have been made. |  |
| List the ideas in the same order as theyappear in the original. |  |
| Write a rough draft from your notes.Check the number of words and write yourfinal summary. |  |