



# Summarising checklist

Complete the following checklist with 'DO' or 'DON'T'. Discuss with a partner why you should or shouldn't do these things.

1. ... take notes while reading the source text.
2. ... identify topic sentences in the source text.
3. ... put the source text to one side while writing your first draft.
4. ... include the main ideas of the text.
5. ... include supporting information and/or examples from the text.
6. ... include additional information from your own general knowledge.
7. ... be objective.
8. ... give your own opinion.
9. ... write in a neutral tone.
10. ... write more than the maximum wordcount.
11. ... repeat information.
12. ... use your own words wherever possible.
13. ... write more words than the limit set for the task.
14. ... stop occasionally and check that your summary is answering the question.

Answers:

- |          |           |
|----------|-----------|
| 1. DO    | 8. DON'T  |
| 2. DO    | 9. DO     |
| 3. DO    | 10. DON'T |
| 4. DO    | 11. DON'T |
| 5. DO    | 12. DO    |
| 6. DON'T | 13. DON'T |
| 7. DO    | 14. DO    |