

METHODOLOGY : HOW TO WRITE A SYNTHESIS

A synthesis is a **neutral** report about several documents (CLES = 4 texts+2 audio docs) / sources (don't give your opinion).

DON'T copy-paste parts of the documents. It's illegal... Use the **key words only**. Use quotation marks ("...") whenever quoting a sentence from the documents (once or twice only). You must write your synthesis in your own words.

What you MUST do :

- ☐ Set a **clear context** : types of articles, experiments, documentaries; nationalities, companies, laboratories; dates, etc.). That's the introduction.
- ☐ Have a clear **objective** : what is the objective of your synthesis ?
- ☐ Have a clear **structure / outline**. There is an **introduction**, a **development**, and a **conclusion**. Think of parts such as explanations, causes, consequences, illustrations, etc. There are **clear paragraphs** for each group of ideas. Note that there are categories which are often present in syntheses such as :

PHENOMENON - PROBLEM(S) - CAUSE(S) - POSITIVE CONSEQUENCE(S) - NEGATIVE CONSEQUENCE(S) - REACTION(S) - SOLUTION(S) - ADVANTAGE(S)/ DRAWBACK(S) - ALTERNATIVES, etc.

Think of different perspectives such as: MEDICAL / SCIENTIFIC / ECONOMIC / POLITICAL / ETHICAL points of view, etc.

- ☐ **Prioritise** the information : what is essential ? What (example) are you going to keep ? => A synthesis must contain all the **key words** from the initial documents. You must also focus on the **logical links** between the main ideas and make sure you reproduce the main parallels, restrictions, oppositions, etc. clearly.
- ☐ There are **no repetitions**.
- ☐ It is very **precise**. It is not a list of vague ideas about a subject. Give names of labs or of researchers, dates, etc.

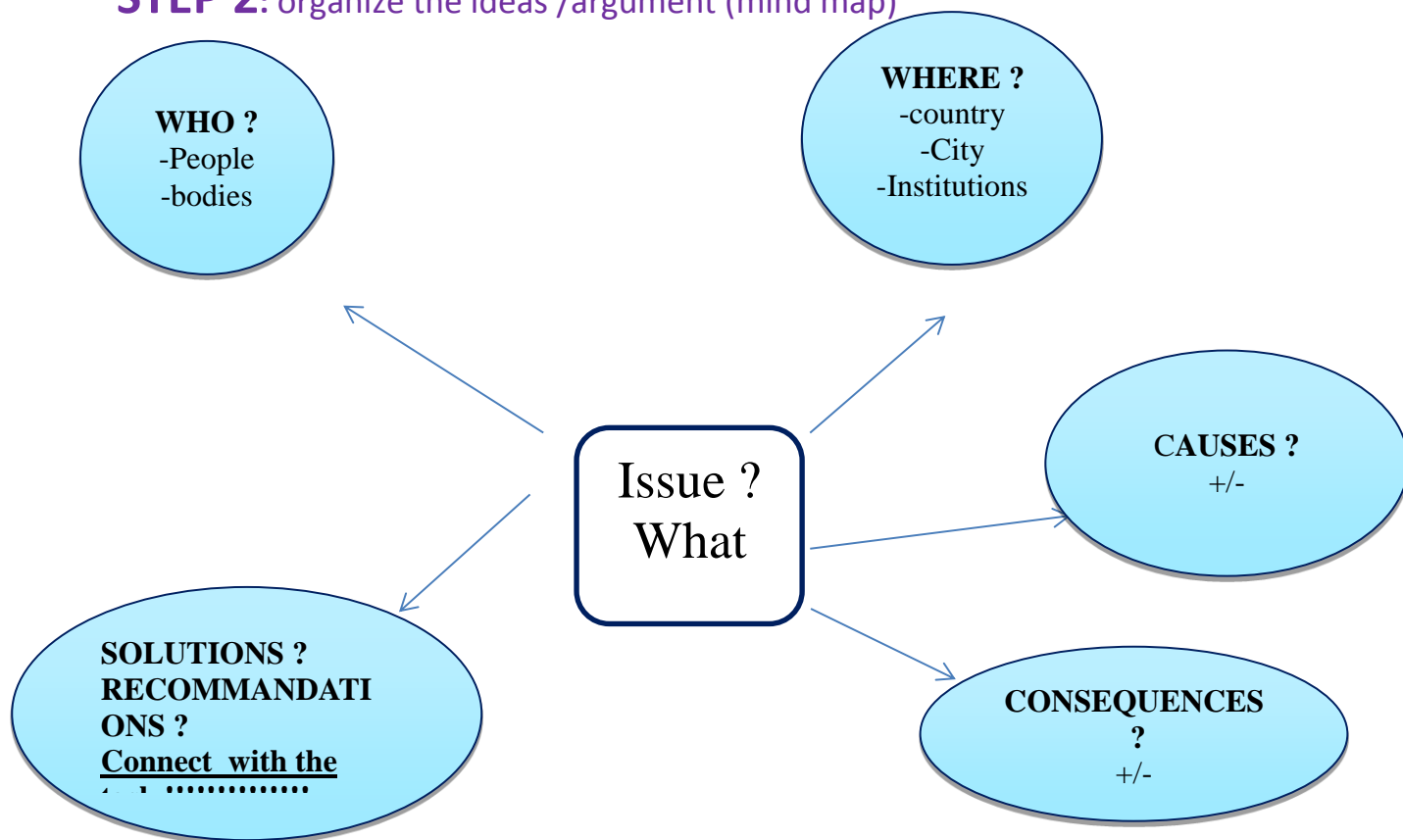
STEP 1 : sum up each doc : 4 key sentences/arguments + type of doc+source

STEP 2: organize the ideas /argument (mind map)

STEP 3 : Write a detailed outline

STEP 4 : Write your synthesis

STEP 2: organize the ideas /argument (mind map)



detailed outline

Underline the key words: the type of writing and the task

OUTLINE

Intro :

Context /Why issue : -

-Sources : name the different sources (don't say doc1 –video1)

Give definition / statistics (if any)

Part 1 :

Part 2 :

CL:

Useful vocabulary for the REPORT

OPENING

The purpose of this report is to...

This report responds to thecommittee's request for ...

This report sets out to establish ...

This report will consider the following .

BACKGROUND

Eating healthily / Environment / is an ongoing problem

Presently we assess studies/research/official bodies/press articles' feedback by ...

..... costs have increased more than 15%

FINDINGS

As can be seen in an article published "Time magazine", ...

A study conducted by ... shows the results of a survey about ...

We can see from our results that we can't be 100% of the major benefits of....

RECOMMENDATIONS

A solution to the problem would be ...

The action I would specifically recommend ...

The correct course of action would be to ...

Thecommittee should implement

STEP 4 : Write your synthesis !!!

DO NOT COPY AND PASTE !

USE YOUR OWN WORDS !

NO MORE THAN 2 or 3 "QUOTES"

Use connectors