***How to write a SYNTHESIS***

A synthesis is a **neutral** report about several documents (= **do not give your opinion**).

**What you MUST NOT do:**

⮚ DO NOT write a series of summaries (text 1 is about ..., and then text 2 is about, etc.)

⮚ DO NOT write a synthesis without a 'red line': make your problematic explicit from the start = what is the **main issue** common to all the documents?

⮚**DO NOT 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:**

⮚ **Start** by **DEFINING clearly what the topic is** (= what is the **main issue** common to all the documents? what is the context of this issue?)

⮚ **Announce your OUTLINE** in your **introduction**: you must have a clear structure and announce it.

⮚A synthesis should include an introduction, a development with different parts and subparts, and a conclusion.

Please, do NOT write sentences such as “~~I will start with an introduction~~” and “~~I will conclude by the conclusion~~” !) – Be specific!!

⮱Note that there are **CATEGORIES** which are often present in syntheses such as:

•Phenomenon/phenomena / Problem(s) – their definitions, some facts and figures

•Cause(s)

•Consequence(s): positive / negative – Advantage(s) / Drawback(s) – Reaction(s)

•Solution(s) / Limits to solutions – Alternative(s), etc.

⮱For each category: think of **different PERSPECTIVES** such as: Scientific / Econom**ic** / Political / Ethical points of view, etc.

Use **clear paragraphs** for each group of ideas.

⮚ **Use ALL the documents** (for a CLES exam, remember the videos as well)

⮚ And **stick to the documents** = no personal opinion and no other references, however relevant and interesting they may be

⮚**DO NOT get lost in details** (the report is rather short = do not use too many examples which usually are not essential)

🡪**PRIORITISE** **the information**: what is essential?

=> 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 must be **no repetitions**.

=> A synthesis must be very **precise**. It is not a list of vague ideas about a subject.

=> A synthesis is a **formal document**: there are **NO contractions** in it (it ~~isn't~~ it is not / they ~~can't~~ they cannot)

**Some Tips about how to proceed**

**Start when reading the documents:**

⮚**Highlight** the **main ideas**

⮚and **define** what **type of information** they correspond to (write it down notes on the documents)

⮱ This will help you:

-find the main categories you will use for your outline

-find the information back quickly to organize it

**NB:** If you have difficulties **prioritising the information:** try"the bubble technique"

-Draw as many bubbles as there are documents and make them intersect

-Then complete the different parts starting with the centre (where all the documents intersect):

->this way you will isolate the main information/ issue common to all documents

then proceed from the centre to the margins = from the most relevant information to the least

and leave aside the information that appears only marginally