

The Rules for Writing an IGCSE SUMMARY

Do:

- Use a concise, formal, impersonal style
- Use key words from the question, e.g. " ... is a sign of the past remaining"
- Remember to cover approximately 20 different points
- Consider the word limit given on the exam paper. If you write a lot less, you haven't included enough information, if you write a lot more, you must have included irrelevant information, repeated points or given your opinion

Don't

- Don't include an introduction or conclusion
- Don't copy the wording from the passages – the information needs to be the same, but the wording needs to be different – Use your own words throughout.
- Don't write using "I" or "you"
- Don't use informal language or slang
- Don't add to descriptions using unnecessary adjectives or adverbs.
- Don't repeat any information – even if a point was made twice in the given passage you should only make it once.