

a) Write your name on the checklist and use it to check your summary.

d) Revise yours if necessary.

Name:

Rules for a good summary		me	S1
Introduction: The first one or two sentences tell the reader the text type.		
	... the title and the author.		
	... what the text is about (topic).		
	... when and where the text was published (only if the information is given)		
The main part answers the important questions:	Who? What are the main events? When? Where? Why?		
In the summary you should make sure that there are no mistakes about the important facts .		
	... have a clear structure (e.g. chronological order) and paragraphs .		
	... use the simple present .		
	... use your own words as much as possible.		
In the summary you shouldn't give details the reader doesn't need to understand the overall content.		
	... copy examples from the text itself. (Don't "steal", don't quote)		
	... include your own opinion .		
Language	There are no mistakes in spelling, word order or vocabulary.		
	The text makes use of linking words (like and , therefore , but , because , so , when , ...).		

Comment: