

Class Work

Warm up

1. Have you ever written notes? What for?
2. What kinds of notes do you know?

I. Read the article and the tips. Then, answer the questions.

1. What the notes are?
2. Name the main features of a note.
3. What way can they help us?

Notes are short pieces of writing, which help you to remember something. Due to the vast amount of information we receive, we have to put it in the briefest possible form. Notes usually take the form of words or short phrases.

We have already stated that preparing well for the writing assignment is a key element in a successful accomplishment of your task. Discussing and taking notes can be very helpful in the prewriting stage of the writing process.

Making notes can take various forms depending largely on what type of a person you are. However, there are certain characteristics that are common to all forms of making notes:

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- 1 use abbreviations, but make sure you can understand them later
 - 2 use words like 'and', 'because', but and 'therefore' to show how ideas relate to each other
 - 3 put each new idea on a new line
 - 4 leave a lot of space so you can expand your ideas later

DO NOT write complete sentences.
Notes must be SHORT

Read and discuss the information in pairs.

A **summary** is a short statement that gives only the main points and not the details of a longer text.

A well-written summary should be *concise* (only essential information should be included), *complete* (all important information must be included) and *clear*, i.e. understandable to the reader. At last, a summary must be correct. It must convey the exact meaning of the original text.

A summary must be written in full sentences.

Don't mix up paraphrasing and summarising! Paraphrasing is "rewriting" information from another source in your own words without changing its meaning. Since you have to include almost all the original information, a paraphrase is almost as long as the original. On the other hand, a summary includes only the essential information, which makes it much shorter than the original text.

However, changing the original meaning is not allowed in either a summary or a paraphrase.

WRITING
POINT

Complete the algorithm of summary writing

1. Read the text to get a ... and the author's ...
2. Identify the topic ... (usually the ... of each paragraph) .
3. Write the ... of each paragraph in ... sentence (use your own words).
4. Find ... which support the author's main idea.
5. Organize ... in the most logical way.
6. Include ... words.

Homework: ex. 5 p. 32 (Choose a text from a newspaper or a magazine and read it. First determine the number of words and then write your own summaries)