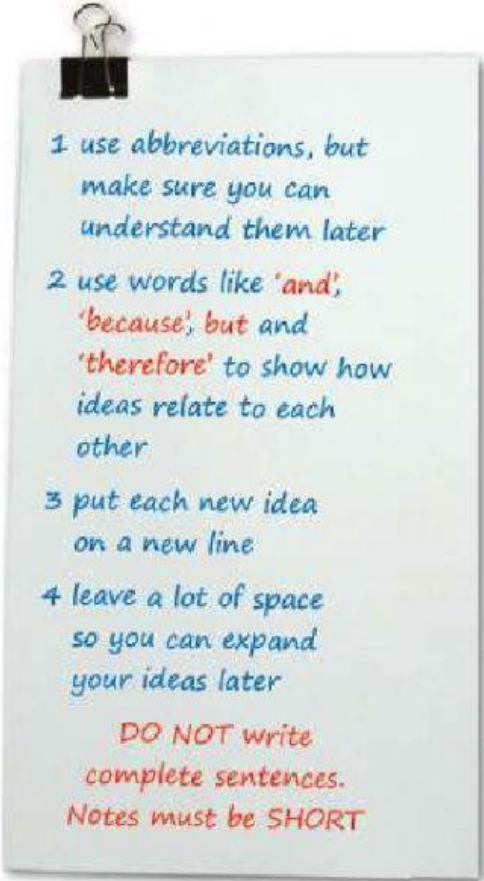


# Notes and Summary

**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:

- 
- 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**

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**

# Presentation

## Giving a Presentation

- Speak slowly, don't speak too quickly.
- Pause between important points.
- Lower your voice to draw the audience in.
- Raise your voice to emphasise important points.
- Maintain<sup>1</sup> good eye contact with your audience.
- Don't use long sentences or difficult grammar.
- Avoid using words the audience may not know.

HELPFUL  
TIPS

## THE PLAN OF YOUR PRESENTATION

- 1 Welcome your audience.
- 2 Introduce your subject.
- 3 Outline<sup>2</sup> the structure of the talk.
- 4 Give a summary of your findings.
- 5 Make conclusions.
- 6 Answer the questions of your audience.

Take notes to the video

Faults in presentation	Good accents