Guidelines on „How to write summaries“

1. **Pre-work:**
   - what are the important informations
   - take down notes (chronological order)

2. **Form:**
   - **Length:** 1 page
   - **Tense:** Present tense
   - **First sentence:** Give an idea what the story is about.
     - Answer: Who (main character), What, Setting = Where, (When)
     - Name the author, title of the story

3. **When writing:**
   - Use your own words
   - **No** direct speech, examples, personal opinion, descriptions, repetitions, comparison
   - Indirect speech: NO backshift!
   - only the important facts of the story
   - no unimportant details
After writing:
- revise your piece of writing:
- Re-read text and
  - Check verbs/tense
  - Check vocab, spelling
  - Check word order S+V+O