

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
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