

# WRITING SKILLS

## Teacher's notes

### Write summaries from notes



## Warm up

Students will probably have already had some practice making notes. Depending on their preferred method, they will have some ideas about how to just record the most important information. Elicit from students why it is best to summarize their notes.

Summarizing allows students to:

- focus on what is important
- check their knowledge and understanding of a subject
- prepare for tests, exams, assignments, etc.

Also ask for ideas about what makes a good summary of notes.

### Possible answers

- subject broken down into headings and keywords
- a system that helps the student, such as making cards or using colour-coding
- a focused approach – towards exam questions, an assignment, a presentation, etc.
- use of time- and space-saving methods such as symbols and abbreviations

## Practice

**1** Collective nouns can sum up a list. Can you match these collective nouns with their meanings?

### Answers

- a 2
- b 3
- c 5
- d 1
- e 7
- f 6
- g 4


**2** Now use one of the collective nouns to finish these sentences.

### Answers

- a bouquet
- b choir
- c class
- d crew
- e collection
- f army
- g team

**3** Using a spidergram or a table can be a good way to summarize notes. Read these notes and then fill in the spidergram and table with a summary of them. Remember to use symbols, abbreviations and collective nouns where possible.

- Accept all good attempts by students. Write examples on the board. Point out they can use *youngsters* as a collective noun for young people.

**4**  Which method do you prefer and why? Is there a better way for you to summarize notes? What is it?

**Discuss with your partner.**

- If you have time, you can walk round the class to gauge how student discussions are going and help if necessary.

**5** Share your ideas about what is the best way to summarize notes with the rest of the class.

- Elicit a few ideas students have covered in the lesson.

## Reflect

**6** When summarizing notes, you will want to use the quickest way to write. Abbreviations and symbols help with this. Here are some useful abbreviations and symbols. Write the abbreviations/symbols in the box next to their meanings.

### Answers

∴ = because

ppl = people

# = number

vs = versus

N.B. = remember this

e.g. = for example

min = minimum

max = maximum

etc. = et cetera

w/ = with

w/o = without

cf = compared with

b4 = before

yr = year

i.e. = in other words