



Preparation	😊	☹️
I have highlighted key words and/or key sentences.		
I have divided the text up and taken notes on the main points in a logical order.		

Introduction	😊	☹️
I have stated the overall idea/topic of the text.		
I have mentioned <ul style="list-style-type: none"> <li>- the genre</li> <li>- headline/title, when summing up an article, also the name of the newspaper /magazine</li> <li>- the author's name</li> <li>- the year/date of publication</li> </ul>		

Main Part	😊	☹️
I have stated the overall idea/topic of the text.		
I have mentioned <ul style="list-style-type: none"> <li>- the genre</li> <li>- headline/title, when summing up an article, also the name of the newspaper /magazine</li> <li>- the author's name</li> <li>- the year/date of publication</li> </ul>		
I have summed up the content of the text in my own words and in neutral language.		
I have included all the essential information and left out irrelevant details.		
I have not used any quotations.		
I have changed direct into indirect speech, using verbs like say, claim, believe or suggest.		
I have neither used "I" nor expressed my personal opinion or made any comments.		

Final Check	😊	☹️
I have made sure that I have included the relevant aspects from my notes.		
I have structured my text by writing paragraphs.		
I have connected my ideas and sentences logically by using linking words.		
I have checked my vocabulary/grammar/spelling using a dictionary.		

Include	Do NOT include
<b>A. an introductory sentence / introductory sentences with</b> <ul style="list-style-type: none"> <li>- the overall idea/topic of the text</li> <li>- the genre</li> <li>- the headline/title of the text</li> <li>- the author's name</li> <li>- the year/date of publication</li> <li>- name of the newspaper/magazine (if given)</li> </ul> e.g. In the short story ... [title] published in ... [newspaper/magazine] on... [date/year], ...[author's name] deals with ... [topic]. The article ... [title] by ... [author's name] published in ... [newspaper/magazine] on ... [date/year] is about ... [topic]	<ul style="list-style-type: none"> <li>- pronoun "I"</li> <li>- any personal opinion</li> <li>- comments</li> <li>- quotations</li> <li>- direct speech</li> <li>- minor points</li> <li>- examples</li> <li>- statistics</li> <li>- unnecessary explanations</li> </ul>
<b>B. main part with</b> <ul style="list-style-type: none"> <li>- the essential aspects of the text in a logical order e.g. The author shows/explains ...</li> </ul>	