



# Summary Writing

Module 6: Writing a Complete  
IGCSE Summary

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# Summary Writing Module 6

## Writing a Complete IGCSE Summary

### Learning Objective

Students will write a complete summary using notes, categories, and paraphrased ideas.

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## The Complete Summary Process

Strong summary writers follow a process.

### Step 1

Identify the focus.

### Step 2

Select relevant information.

### Step 3

Create notes.

### Step 4

Group ideas.

### Step 5

Write summary sentences.

### Step 6

Build a complete summary.

Today you will complete the final step.

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# The Question

Read the question carefully.

According to Text B, what are the various attractions of cycle touring?

You must:

- ✓ use continuous writing
  - ✓ use your own words as far as possible
  - ✓ include only relevant information
  - ✓ write no more than 120 words
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## Step 1: Review the Notes

Below are the notes gathered from the passage.

### Social Experiences

- friendly locals
- interesting conversations
- support from cyclists

### Nature and Scenery

- wildlife
- flowers
- forests
- beaches

### Personal Growth

- discover strengths
- build confidence
- overcome challenges

### Travel Experiences

- villages
- unusual meals
- daily adventures
- seeing the world

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## Step 2: Review the Summary Plan

A strong summary often moves from general ideas to more specific benefits.

### Opening

Travel experiences

### Body

Social experiences

Nature and scenery

### Closing

Personal growth

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## Step 3: Sentence Building

Use your notes to complete the summary skeleton.

### Sentence 1

Cycle touring offers opportunities to

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### Sentence 2

Travellers can also

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### Sentence 3

The journey allows cyclists to

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### Sentence 4

In addition, cycle touring helps people

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## Step 4: Draft Summary

Combine your sentences into a complete summary.

Remember:

- ✓ no personal opinions
- ✓ no unnecessary details
- ✓ no copied phrases
- ✓ focus only on attractions

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### Draft Summary

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## Step 5: Self-Assessment Checklist

Read your summary and check each box.

### Content

- I only included attractions.
  - I included information from throughout the text.
  - I avoided irrelevant details.
  - I combined similar ideas.
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### Writing

- I used my own words.
  - I wrote in complete sentences.
  - I used formal language.
  - My summary is concise.
  - My summary is under 120 words.
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## Common Mistakes

### Mistake 1: Including Disadvantages

Wrong:

“Cycle touring can be boring and cyclists may worry about broken bicycles.”

These are NOT attractions.

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## Mistake 2: Copying the Text

Wrong:

“We discover that we’re capable of so much more than we ever thought possible.”

This is copied from the passage.

Better:

“Travellers develop confidence and discover their strengths.”

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## Mistake 3: Listing Notes

Wrong:

“Friendly locals, cyclists, villages, meals and wildlife.”

This is a list.

Better:

“Cycle touring allows travellers to meet friendly people, explore local communities and enjoy nature.”

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## Challenge Task

Your first summary should be approximately 80–100 words.

Now improve it.

Remove:

- repetition
- unnecessary words
- weak phrases

Try to reduce your summary by 10–15 words without losing any important information.

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# Reflection

Which part of summary writing do you find most difficult?

- Identifying relevant information
- Note-making
- Grouping ideas
- Paraphrasing
- Writing summary sentences
- Staying within the word limit

Explain your answer.

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# Final Assessment

Write a complete summary answering the question:

According to Text B, what are the various attractions of cycle touring?

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## Success Criteria

I can:

- ✓ identify relevant information
  - ✓ create effective notes
  - ✓ group ideas logically
  - ✓ paraphrase information
  - ✓ write summary sentences
  - ✓ produce a complete summary
  - ✓ remain within the word limit
  - ✓ use formal summary style
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## Extension Challenge

Count the words in your summary.

Word Count: \_\_\_\_\_

Would your summary still make sense if it were 20 words shorter?

If yes, revise it again.

Strong summary writers are also strong editors.