

Note-Making & Information Harvesting

Module 3 — IGCSE English 0500 | Summary Writing Skills

SUMMARY WRITING



Why Do We Make Notes?



Strong summary writers don't begin writing immediately. They first identify:

01

Relevant Information

What answers the question?

02

Main Ideas

What is the text really about?

03

Important Points

What must be included?

What Notes Do For You



Avoid Copying

Notes break the habit of lifting sentences directly from the text.



Identify Key Ideas

Focus only on what is relevant to the question.



Organize Ideas

Group similar points before writing your summary.



Write Concisely

Produce tighter, more focused summaries.

The Golden Rule of Note-Making

⚠ Notes are NOT complete sentences. They are short pieces of information that help you remember key ideas.

× Poor Note

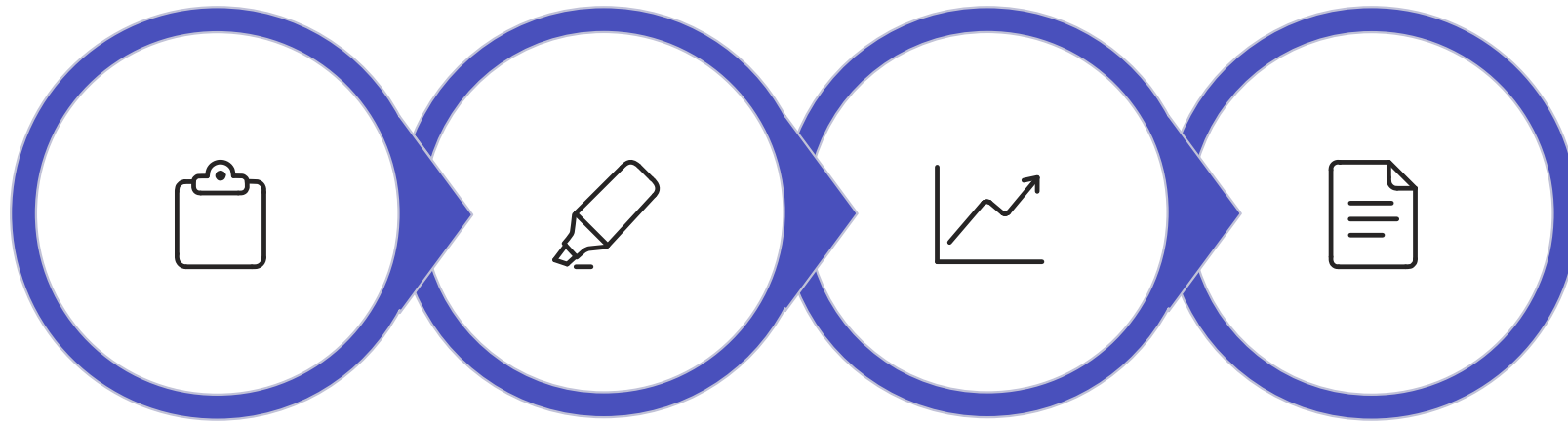
"We discover that we're capable of so much more than we ever thought possible."

✓ Better Notes

- discover strengths
- build confidence
- achieve difficult goals



Steps 1 & 2: Collect & Harvest



Collect

Filter

Harvest

Evidence

Focus question: "According to Text B, what are the various attractions of cycle touring?" Only highlight information that answers this — not problems or disadvantages.

Step 3: Converting Sentences into Notes

Read each original quotation and reduce it to concise note form:

1

Locals

"Talking about life, love and politics with welcoming locals."

2

Capability

"We're capable of so much more than we ever thought possible."

3

Adventure

"Excited and ready to climb back in the saddle to see what the day would bring."

4

Wildlife

"Seeing flowers and animals you'd never notice from a car."

5

Community

"Other cyclists who help you along the way."

6

Places

"The tiny villages you pass through."

Step 4: Improving Your Notes

 **Good notes are short and sharp. If a note is still a full sentence, rewrite it.**

× Too Long

Seeing flowers and animals that you would never notice from a car

✓ Better

Enjoy wildlife · Observe nature

Now rewrite: *Talking about life, love and politics with welcoming locals · Discovering you are capable of more than you thought · Eating incredible meals in a roadside shack*

Step 5: Group Your Notes

Strong summary writers group similar ideas together before writing.

Social Experiences

- friendly locals
- supportive cyclists

Personal Growth

- build confidence
- discover strengths

Nature & Scenery

- wildlife
- flowers
- villages

Travel Experiences

- unusual meals
- daily adventure
- excitement

Step 6: The Note Test

Is each note effective? Decide: GOOD or TOO LONG.

1

TOO LONG

Seeing flowers and animals that you'd never notice from a car

2

GOOD

Enjoy nature

3

GOOD

Build confidence

4

TOO LONG

Talking about life, love and politics with welcoming locals

5

GOOD

Meet friendly people

6

GOOD

Unique travel experiences

Reflection & Exit Ticket

The purpose of note-making is to identify relevant information, avoid copying, and organize ideas so you can write a concise, focused summary.

- ✔ **Exit Ticket: Choose ONE attraction from the text. Write (1) the original sentence and (2) your concise note version. Share with your teacher before leaving!**

