

Grouping & Organizing Notes

Module 4 — IGCSE English 0500 Summary Writing

Strong summary writers don't just collect information — they organize it. In this module, you will learn how to group related notes into logical categories, create umbrella points, and build a clear summary plan before you write.



Why Do We Group Notes?

Unorganized Notes

- friendly locals
- wildlife
- confidence
- villages
- cyclists helping
- flowers
- unusual meals
- excitement
- personal growth

The Problem

Although all of these points are relevant, they appear random and are difficult to follow.

Grouping similar ideas together helps readers understand information more easily — and helps writers produce a clear, logical summary.

 **Strong summary writers organize information before writing.**

The Summary Planning Process

Effective summary writing follows a clear four-step process. Today we focus on [Step 3: Grouping](#).

1

Step 1

Find relevant information

2

Step 2

Convert information into notes

3

Step 3

Group similar notes together

4

Step 4

Write the summary

📌 **Today's focus: Step 3 — grouping your notes into logical categories before writing begins.**

Activity 1: Finding Categories

Sort the notes below into four categories. Decide which notes belong together and give each group a name.

Notes to Sort

- welcoming locals · talking with people · helpful cyclists
- flowers · wildlife · forests · beaches
- discover strengths · build confidence · overcome challenges
- villages · unusual meals · daily adventures · exciting experiences

Category A

Which notes belong together?

Category Name: _____

Category B

Which notes belong together?

Category Name: _____

Category C & D

Which notes belong together?

Category Names: _____



Activity 2: Create Your Own Categories

Read the notes below and create four categories of your own. Name each category and assign the relevant notes.

Notes

- seeing the world
- peaceful campsites · quiet beaches
- meeting locals · conversations
- learning about yourself · confidence
- flowers · animals · villages
- roadside meals · support from cyclists

Your Four Categories

Category 1

Name: _____

Notes: _____

Category 2

Name: _____

Notes: _____

Category 3

Name: _____

Notes: _____

Category 4

Name: _____

Notes: _____

Activity 3: Creating Umbrella Points

A summary should not simply list notes. Good summary writers combine notes into **larger, broader ideas** called umbrella points.

✗ Weak Point

Notes: flowers, animals, forests, beaches

"People can see flowers, animals, forests and beaches."

✓ Better Point

Notes: flowers, animals, forests, beaches

"Cycle touring allows travellers to enjoy nature and scenery."

Now write umbrella points for these groups:

1

Group 1

welcoming locals · conversations ·
helpful cyclists

Summary Point: _____

2

Group 2

confidence · discovering strengths ·
overcoming challenges

Summary Point: _____

3

Group 3

villages · roadside meals · daily
adventures

Summary Point: _____

Activity 4: Organizing a Summary Plan

A strong summary has a logical structure. Consider which category works best as an opening or closing section — and why.



Social Experiences

friendly locals · helpful cyclists



Personal Growth

confidence · discover strengths



Nature

wildlife · flowers



Travel Experiences

villages · unusual meals

Best Opening Category?

Which category introduces the topic most effectively?

Why? _____

Best Closing Category?

Which category leaves the strongest final impression?

Why? _____

Activity 5: Build a Summary Skeleton

Use the four categories to create a complete **summary plan** with an opening idea, two middle ideas, and a closing idea.



Opening Idea

Introduce the main topic. Which category sets the scene?



Middle Idea 2

Develop another key theme.



Middle Idea 1

Develop a key theme.



Closing Idea

End with impact. Which category makes the strongest conclusion?



Reflection & Exit Ticket

Reflection

Why is grouping notes important before writing a summary?

Exit Ticket

i Look at the notes below:
villages · unusual meals · local culture

Write ONE umbrella point that combines all three.

Success Criteria

By the end of this module, you should be able to demonstrate all of the following skills:



Identify Related Ideas

Recognise which notes share a common theme or topic.



Organize into Categories

Sort notes into logical, clearly named groups.



Create Umbrella Points

Combine specific details into broader, meaningful statements.



Build a Summary Plan

Structure categories into a logical opening, middle, and closing.



Prepare for Writing

Use your plan as a foundation for a well-organized summary.