



Rewarding Learning

# FRENCH STUDENT STUDY CARD 18

## NOTE-TAKING AND SUMMARY SKILLS

### Introduction

Effective summary skills can help you to:

- Improve your understanding of topics, language and grammar.
- Be more focused and time efficient.
- Organise ideas/ language into easy-to review chunks of information.

In Section B of the A2 Unit 2 exam

Also the Reading Comprehension element of the AS and A2 exams will require you to summarize in French information from a French passage in order to answer the questions.

### Assessment

- The summary exercise will be Question 3 of Section B in Unit A2 2.
- You will be required to read a passage in French and summarise it in English.
- This task carries 15 marks.

### Assessment Objectives

The summary exercise in the A2 Unit 2 exam is assessed according to the following criterion:

- A02: Understanding of the written language.

Look at the mark scheme to familiarise yourself with the requirements of the criterion and guidance on how to achieve the top bands.

You should be able to:

- understand, infer meaning and draw conclusions from a variety of written texts (including authentic sources) covering different contexts, registers, styles and genres;
- express information, facts and ideas and justify opinions in written French; and
- understand and apply accurately the grammatical system and a range of structures.





## Skills

Here are some suggestions to help you prepare for this skills area:

### Note-taking:

- There is no right or wrong way of taking notes, but try to keep them brief and stick to the main ideas.
- Find a note-taking technique that suits you: spider diagrams, line diagrams, index cards, tables, highlighting and annotating, flowcharts etc.
- Organise your notes effectively, according to topic and clearly indexed. This saves you time, making them easy to use.
- Keep your notes up-to-date and in easy-to-review chunks.
- You may find it helpful to colour-code your notes or use different fonts or sizes if using a computer.

### Summary skills:

- A summary should be a shorter version of the original text and not a translation.
- Read the text all the way through once or even twice and identify the main theme as well as the key points.
- You need to express yourself clearly in your own words and include all the relevant information.
- Your summary should contain the gist of the text, the main points and any other relevant information. It should also be well-organised and accurate.
- Your summary should be written in coherent full English sentences. The language needs to be accurate, grammatically correct and clearly understood.
- Avoid adding irrelevant details as you will not get any marks for them and your summary will be too long.
- Write each point in the same order as it appears in the text.
- Use precise and specific words in well-structured sentences.