

Exercise walk-through

Note-making and summary ■ 1.3

eXercise

You must be able to

- identify the points that answer the question and reject everything else
- write notes as short phrases, not sentences
- turn notes into a connected summary in your own words, inside the word limit

Method — Notes are not sentences

The question tells you what to look for. Write only that, as briefly as possible.

Text: *Cycling to school saves money that would otherwise be spent on bus fares, and because the journey involves twenty minutes of exercise, students arrive more alert.*

Question: *Note two advantages of cycling to school.*

- **Good note:** saves money on fares; provides exercise / arrive more alert
- **Poor note:** “Cycling to school saves money that would otherwise be spent on bus fares” — this copies a whole sentence and wastes time

Method — Turning notes into a summary

Three rules decide the mark:

- 1 **Only the points asked for.** A summary of advantages must contain no disadvantages, however interesting.
- 2 **Your own words where you can.** Technical terms may be copied; ordinary words should be changed.
- 3 **Connected prose, inside the limit.** Join the points with linking words, and count.

Method — Own-words substitutions

- *the journey involves twenty minutes of exercise → riders get regular exercise*
- *arrive more alert → are more awake when they get there*
- *saves money that would otherwise be spent on bus fares → costs less than the bus*

Practice 2.1 ■ 3 marks

Make notes on **three** arguments in favour of school uniform.

Solution 2.1

Worked steps

Any three of: removes competition over clothing / reduces stress for poorer families **B1**; makes the school safer as outsiders are visible **B1**; cheaper for parents over a year **B1**.

Practice 2.2 ■ 3 marks

Make notes on **three** arguments against school uniform.

Solution 2.2

Worked steps

Any three of: high cost all at once before term **B1**; uncomfortable in hot weather **B1**; discourages individuality **B1**; enforcement takes staff time away from teaching **B1**.

Practice 2.3 ■ 1 mark

Rewrite this phrase in your own words: “removes the daily competition over clothing”.

Solution 2.3

Worked steps

Any accurate rewording, for example “stops students competing about what they wear each day” **B1**.

Exam-style 3.1 ■ 5 marks

Write a summary of the arguments **against** school uniform. Write about 50 words, in your own words as far as possible.

Solution 3.1

Method: Notes are not sentences

Worked steps

Up to four content points, each worth a mark, plus one mark for connected own-word prose inside the limit. Model answer (48 words): "Those against uniform say the cost arrives all at once, usually just before term starts, which is hard for families. They add that the clothes are often too warm in summer, that dressing everyone the same works against the individuality schools claim to encourage, and that checking uniform wastes teaching time."

Exam-style 3.2 ■ 2 marks

A student begins a summary of the arguments in favour like this: “School uniforms are debated every year. Supporters point out that a uniform removes the daily competition over clothing.” Give **two** reasons this is a weak start.

Solution 3.2

Worked steps

It repeats the opening sentence of the text, which is not one of the arguments and wastes words from the limit **B1**. It copies the wording “removes the daily competition over clothing” instead of rewording it, so it cannot earn the own-words mark **B1**.