

1.3 Note-making and summary

Name: _____ Class: _____ Date: _____ **Total: 14 marks**

KEY WORDS summary 概括 • note-making and summary 做笔记与总结 • note-making 做笔记
• phrase 短语

Objective

Build the skills to answer exam questions on **note-making and summary** 做笔记与总结 — selecting only the points the question asks for, and rewriting them in your own words within a word limit.

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

1 Worked examples

■ 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

■ 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.

■ 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*

2 Practice

Read the text, then answer the questions.

School uniforms are debated every year. Supporters point out that a uniform removes the daily competition over clothing, which can be a real source of stress for students from families with less money. They also argue that a uniform makes a school safer, because anyone who does not belong is immediately visible, and that it saves parents money over a year, since a small number of hard-wearing items replaces a wardrobe.

Opponents reply that the initial cost is high and falls in a single month, usually just before term begins. They say that uniforms are often uncomfortable in hot weather, and that requiring students to dress identically discourages the individuality schools claim to value. Some also note that enforcement takes up staff time that could be spent teaching.

2.1 Make notes on **three** arguments in favour of school uniform. [3]

2.2 Make notes on **three** arguments against school uniform. [3]

2.3 Rewrite this phrase in your own words: “removes the daily competition over clothing”. [1]

3 Exam-style questions

3.1 Write a summary of the arguments **against** school uniform. Write about 50 words, in your own words as far as possible. [5]

3.2 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. [2]

Solutions

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

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

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

3.1 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.”

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