

A SUMMARY

We write a summary to highlight the key points in a text and demonstrate that we have understood it correctly. It is important to use your own words and not copy phrases from the original text.

MODEL TASK: Write a summary of the text below in English, including the most important points, using your own words.

USEFUL LANGUAGE

The article reports ...
 The article describes ...
 According to the text / author, ...
 The author also suggests / points out / compares X and Y ...
 Finally, we are told that ...
 As a conclusion, the author mentions / explains ...

Tips

- ▶ Read the text carefully and as many times as you need.
- ▶ Highlight or note down the key points.
- ▶ Think of topic sentences to summarise the main ideas and think of synonyms or how you could say the key information in a different way.
- ▶ Refer to the text or the author in your summary.
- ▶ Link the sentences using ordering linking expressions.
- ▶ You are not asked to give your opinion about what you have read.

YOUR TURN Summarise one of the Reading texts in an earlier unit or in the Workbook.

A UK-based insurance company decided to change its policy on annual leave after an informal chat between an employee and the company boss. The employee was planning to fly with his family to his holiday destination, while his boss, a committed environmentalist, tried to convince him to take the train. The debate centred around the amount of extra time involved in train travel, so the company decided to give all its employees additional time if they switched to more environmentally friendly modes of transport.

The idea comes from Sweden, where the number of people taking domestic flights has decreased recently, with 37% of travellers now preferring trains to planes whenever possible. They even have a word for this new trend in travel: flygskam, which means 'flight shame'. Commercial airplanes are huge emitters of CO₂, and according to one study, flying contributes to global warming by about 5%.

Most people would prefer to take cleaner modes of transport, but when it comes to your annual holiday with your family, time is a major consideration. If more companies adopted this policy to encourage employees away from high-CO₂-emitting flights, it would be another small step in the reduction of greenhouse gases.

Refer to the text or different parts of the text.

Use linking words to join your ideas.

The article reports that staff at a British company are being encouraged to use more environmentally friendly transport on their holidays by being given extra time off. According to the author, in Sweden, more people are choosing not to fly because air travel causes so much pollution. Finally, we are told that further progress would be made if more companies followed this example.

Make reference to the author and what she tells us.