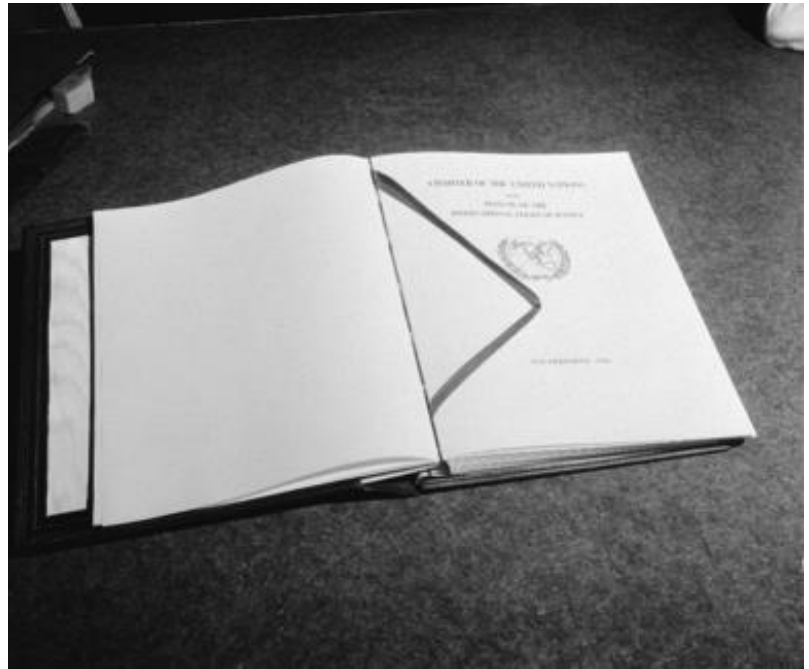


Summary Writing Intensive via WebEx

Develop summary writing skills on UN related themes and texts

In this course, you will write effective summaries of texts on United Nations topics.



The English Language Programme

offers you the opportunity to learn and practice strategies for writing effective summaries.

Course Objectives:

- Write a summary using an effective 5-step strategy
- Identify the characteristics of an effective summary
- Distinguish between major and minor ideas of a UN related text
- Identify the audience, purpose, tone and organization of a UN related text
- Write concisely by selecting the most important information and avoiding redundancy
- Avoid plagiarism through the use of paraphrasing
- Organize and connect a summary logically using transitional expressions

Target Audience:

Students at Level 7 or above who want to improve their ability to write effective summaries, particularly those preparing for the YPP exam.

Note: To attend this course via WebEx, you'll need access to a computer with internet connection and a working headset.

Duration:

One 2-hour lesson per week for 4 weeks (8 hours)+ one 20-minute individual coaching session

Course Schedule:

Section 1: LMS-1811-21
14 September – 5 October
Thursdays 9:00 -11:00 am
(New York Time)

Section 2: LMS-1811-22
7 November – 28 November
Tuesdays 6:00-8:00 am
(New York Time)

Eligibility:

- No pre-requisite required

To Register:

- UN Staff:
Use your staff Inspira account: inspira.un.org
- Other eligible students:
Register via Elearning elearning.un.org

1. Go to Main Menu — (Self Service) – My Learning
2. Type **1811** in the “Keyword” box

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