

Summary Writing Intensive via WebEx

Develop summary writing skills for the UN context.

Learn and practice how to
write more effective
summaries of texts
on United Nations topics



UN Photo/ Patricia Esteve

The English Language Programme

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

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.

Duration:

Four 2-hour class sessions + one individual coaching session

Course Schedule & Location:

Section 1: LMS-1811-27

18 September – 9 October
Tuesdays 9 -11 am
WebEx

Section 2: LMS-1811-28

1 November – 29 November
Tuesdays 7-9 am
WebEx

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

Eligibility:

- Level 7 and above
- CEFR Target level = B2-C1

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 Keywords box

Contact:

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