In this course, you will refine your skills of writing effective summaries of a variety of texts on United Nations topics.

The English Language Programme offers you the opportunity to reinforce and practice strategies, techniques and guidelines 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.

Duration:
Eight, 2-hour class sessions + Two, 20-minute individual sessions

Course Schedule & Location:
LMS-1516
4 May – 22 June 2017
Thursdays 1:30-3:30 pm
Room C

Eligibility:
Summary Writing

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 course number in the “Search the Catalog” box

Contact:
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