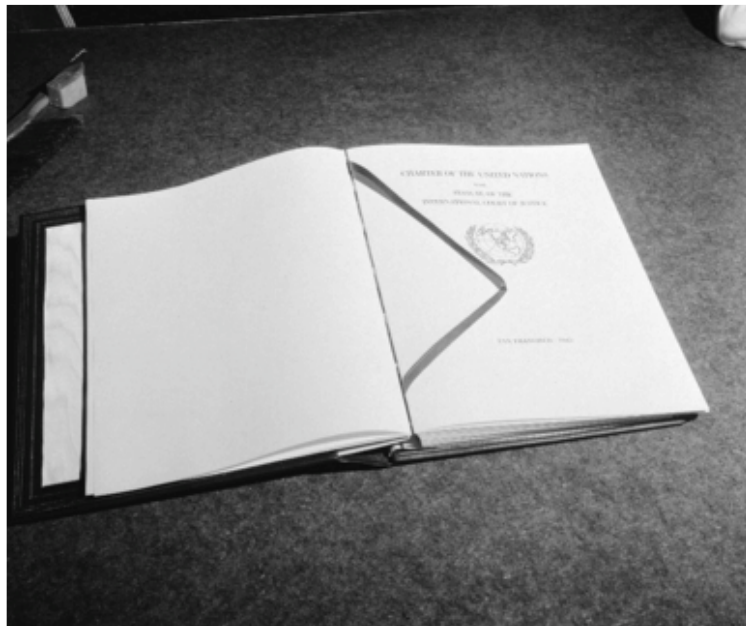


## Advanced Summary Writing

Continue to develop summary writing skills on UN related themes and texts

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](http://inspira.un.org)
- Other eligible students:  
Register via Elearning [elearning.un.org](http://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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