United Nations Language and Communications Programme

Summary Writing
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.

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

Course Schedule & Location:
LMS-1399
18 Jan – 8 March 2017
Wednesdays 11:30 am-1:30 pm
Computer Room C

Eligibility:
- No pre-requisite required

To Register:
Register via Inspira: inspira.un.org
1. Go to My Learning
2. Type Summary Writing in the Search the Catalog box

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