

Summary Writing: Feedback

Read your colleague's summary carefully and decide whether the text fulfills the necessary criteria. Check either the box *fulfilled* or *revise*. If you think that an aspects needs revision, please explain why and write your comment into the right column.

Aspect	Fulfilled	Revise	Comment
Author, title, text type, year of publication.			
Introductory sentence: state the topic of the text, i.e. the underlying conflict/problem.			
Focus on the basic (i.e. most important) facts.			
Use the present tense.			
Present events in chronological order.			
Use your own words and neutral language.			
Use connectives to link your sentences logically.			
Do not use quotations. Change direct into indirect speech, using verbs like <i>say</i> , <i>claim</i> , <i>believe</i> , <i>suggest</i> .			

Additional comments: