

Activity Type

Reading and Writing Exercises: matching, identifying, summary writing

Speaking Activity: guided discussion, freer practice (pair work)

Focus

Summary writing

Aim

To practice recognising basic text structures and writing short summaries using signal phrases and summary frames.

Preparation

Make a copy of the worksheet for each student.

Level

Intermediate (B1)

Time

35 minutes

Introduction

In this summary writing worksheet, students identify common text types, find signal phrases that indicate each type, and practice writing summaries using frames to keep the meaning the same.

Procedure

Give each student a copy of the worksheet.

First, students read three texts and discuss the purpose of each one with a partner.

Students then match the text types in the box to the correct text.

Exercise B - Answer key

Text 1: problem-solution

Text 2: cause-effect

Text 3: argument-reasons

Next, students underline two signal phrases in each text that helped them decide the text type.

Exercise C - Answer key

1. This creates difficulties for, One possible solution is
2. This is because, As a result
3. Some people believe that, Supporters also suggest that

After that, students discuss questions about the texts in pairs.

Exercise D - Example answers

1. The problem is a lack of public benches in busy areas, and the solution is to add more benches to parks and streets.
2. The cause is that the body needs to adjust to new time zones, which means travellers feel tired and unfocused.
3. The argument is that online personal data needs better protection to prevent identity theft and increase public trust.

Students then match the summary frames to the text types.

Exercise E - Answer key

1. b
2. c
3. a

(continued on the next page)

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Procedure continued

Finally, students choose one of the texts and write a one to two-sentence summary using the correct summary frame.

Exercise F - Example summaries

1. To solve the problem of elderly people having nowhere to sit in the city, the text suggests increasing the number of benches in parks and streets.
2. The text explains that feeling tired and losing focus happen as a result of flying to different time zones.
3. The text argues that personal data should be more carefully protected because it reduces the risk of fraud and increases public trust.

A. Read the texts and discuss what the purpose of each text is with a partner.

1. In many cities, public benches have been removed from busy areas such as shopping streets and transport centres. This creates difficulties for elderly people and others who need regular rest when walking long distances. One possible solution is to increase the number of benches in parks and along main streets, ensuring there is always a place for people to sit and rest.
2. Many people experience jet lag, meaning that they have difficulty sleeping when they travel across time zones. This is because the body's natural sleep cycle needs time to adjust to a new daily schedule. As a result, travellers may feel tired, unfocused and less able to perform normal activities for several days.
3. Some people believe that personal data should be more carefully protected online, arguing that stronger data protection reduces the risk of fraud and identity theft, especially as more services move online. Supporters also suggest that improved data protection increases public trust in digital services and online platforms.

B. Match the text types in the box to the correct text.

cause-effect	argument-reasons	problem-solution
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Text 1.

Text 2.

Text 3.

C. Read the texts again and underline two phrases in each text that helped you decide the text type.
D. In pairs, discuss the questions about the texts.

1. What is the problem and what is the solution in Text 1?
2. What is the cause and what is the effect in Text 2?
3. What is the argument and what are the reasons in Text 3?

E. Match each summary frame to the correct text type.

- | | |
|---------------------------|--|
| 1. problem-solution | a. The text argues that ... because ... |
| 2. cause-effect | b. To solve the problem of ... , the text suggests... |
| 3. argument-reasons | c. The text explains that ... happens as a result of ... |

F. Now, choose one of the texts and write a one to two-sentence summary using the correct summary frame from Exercise E.

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