

## Checklist: Summary Writing

The student ...				proofreader		
<b>1. Summary</b>						
uses introductory sentence: author, title of article, (date, name of newspaper), main topic						
writes in the present tense only:						
- <b>Simple Present - regular activities, used for facts, -s in third person! :</b> we often go/she doesn't play/she always barks						
- <b>Present Progressive - what is going on now, describes a process:</b> e.g. we are laughing						
- <b>Present Perfect - when you go back in time, things that have happened before the present</b> e.g. have happened, has shown						
uses no direct speech						
summarises the most important facts, describes no details						
uses no interpretation or own thoughts						
uses linking words and conjunctions e.g.						
uses special verbs for summarising: e.g.						
correct use of spelling						
use of complex language (not only: nice, good, bad, show, also)						
... uses the <b>correct word order:</b>						
<b>Subjekt</b>	<b>Finite Verbform</b>	<b>Adv. Häufig- keit</b>	<b>Infinitive Verbform</b>	<b>Objekt</b>	<b>Adv. Ort</b>	<b>Adv. Zeit</b>