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**b) Writing an Outline**

If you have to outline or describe a certain aspect/certain aspects of a text (action, conversation, discussion or response, ideas, thoughts or feelings etc.) merely sum up the corresponding features to be found in that particular text.

**PREPARATION**

1) Look at the title, subtitle, source, any illustrations and captions in order to determine the text type you are going to work on, then anticipate what kind of information you expect from that particular text.
2) Study/read the task carefully. Focus on the required aspect.
3) Read the text carefully.
4) Highlight key words and/or key sentences relevant to the task.
5) Collect information on the required aspect and take notes.
6) In your own words, express the main aspects referring to the required aspect(s).
7) Write down supporting points for the required aspect(s); do not include details.

**OUTLINING CERTAIN ASPECTS OF A TEXT**

- Include:
  - an introductory sentence stating the main issue, text type, title etc. may be mentioned if given
  - all the essential information referring to the task

- Do not include:
  - a mere restatement of the task
  - “I” and/or any personal opinion or comments
  - quotations and direct speech
  - minor points, examples and unnecessary explanations

**POINTS TO REMEMBER**

- Use your own words.
- Do not interpret or offer your personal opinion; focus on information from the text.
- Use simple present tense.
- Transform direct into indirect speech: Greene (author’s name) says, claims, believes, suggests...
- If necessary, use linking words to show how the main ideas and supporting points are related (see Supplementary page: “Linking words”).
- Shorten your sentences e.g. by using participle constructions. Instead of *After they have purchased the house, they realize* ... write: *Having purchased the house, they realize* ...
- Avoid enumerations, mere paraphrase. Instead of *dishwasher, fridge and microwave oven* write: *household gadgets*.
- Count your words if a limitation is required (e.g. in no more than 150 words)