



## 5.1

## Writing a summary

## Briefing sheet 1

Your task is to write a summary of information from three different sources. Your teacher may give you a topic, or tell you to choose your own. This briefing sheet will help you to choose some questions to investigate.

**Part 1 Selecting questions to find out about**

1 Select your questions before you look at any sources of information. Write down a few questions (six to eight) you would like to find out about. These should include general questions about the topic, as well as those relating to your A Level subject.

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2 Which sources of information are you going to use? Be as specific as you can - do not just say 'textbooks' or 'the Internet', but give some idea of which books or websites.

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3 When carrying out the research task, you will need to make notes based on what you find in your sources of information. This activity is an opportunity to practise skills learned through other LSS activities, such as reading and representing text using visual methods.



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## Briefing sheet 2

## Part 2 Writing a summary

This is a guide to the process of writing your summary.

As always, it is good practice to write a first draft. You could record your findings under the following headings before starting this.

1 Title of summary

2 Short introduction explaining why your questions are important, and how they relate to the topic.

3 Short explanation of how you found out the information and where you looked.

4 What are your conclusions about what you have learned?

The final draft of your summary should be in the following format:

Length: 1 page of A4 (no more than 500 words)

Font: Arial

Title: 16 point font, bold, centred

Name of author(s)  
and institution: 12 point font, italicised, aligned left  
(this is you and your school)

Summary text: 12 point font, aligned left



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## Briefing sheet 2

It is important to stick to the format specified, as many scientific publications and journals ask that articles are submitted in a particular format. In some cases, articles may be rejected if they are in an incorrect format.

**5** Create a template in Word or another word-processing package to conform to this format. Save the template so you can use or adapt it in future. Send your work to your teacher electronically so they can check your template, or use other members of your group to review this work.