

Summary (frz.: Résumé)

Was ist eine Inhaltsangabe und wozu dient diese Methode?

Eine Inhaltsangabe fasst die wichtigsten Aussagen eines Textes zusammen oder geht auf bestimmte Aspekte ein, je nach Aufgabestellung. In schriftlichen Prüfungen handelt es sich hierbei um eine typische Aufgabe des ersten Anforderungsbereichs.

Eine Inhaltsangabe bezieht sich auf den Text selbst sowie die darin gegebenen Informationen, und nicht auf weiterführende Informationen, Interpretationen oder Kommentare.

How to proceed:

1. Read the text at least twice.
2. Think of a rough draft for the first two sentences of your summary. It should include name of the author, text type, title and main idea.
3. Decide what information the reader needs to know by asking yourself: Who? What? When? Where? Why?
4. Highlight relevant information in the text and take notes.
5. Structure your notes according to the aspects of the task.
6. Write a first draft of your summary by linking the aspects of your keyword structure with your own words.
7. Check if your draft is complete and follows a logical structure.
8. Improve the language and style of your summary by using conjunctions to connect short sentences and to link ideas. Use the dictionary (Find synonyms!) to replace the original words of the text.
9. Give your text a visible structure by applying paragraphs.
10. Check grammatical correctness and spelling.

Golden rules:

1. Use simple present.
2. Change direct speech into indirect speech or leave it out.
3. Focus only on the most important facts and leave out irrelevant details, examples and illustrations.
4. Do not interpret the text.
5. Do not express your own opinion on the text or on the information.
6. Use your own words.
7. Write in a neutral style. Avoid poetic or figurative language.

Fächer: Deutsch, Fremdsprachen

Jahrgang: ab 7

Useful phrases and expressions

Introduction

- The text/article/story deals with/is about...
- In ... (title) ... (name of the author) discusses/explains/describes/...

Main part

- In the beginning... / At first... / First of all...
- According to the author...
- The text/article/story focuses on / provides information on / gives reasons / shows ...
- The author points out / claims / warns / states ...
- As far as is concerned

For connectives/linking words see appendix.