

How to Teach 'O' Level Summary Writing Confidently & Effectively
A 3-hr Online Workshop for EL Teachers
Conducted via Zoom

Who should attend this workshop:

*Beginning Teachers

*More experienced teachers who are keen to improve their teaching skills

The Aims of this Workshop

- (1) To train EL teachers to teach summary writing systematically, by breaking it down into the 8 essential skills which students must master in order to write a good summary
- (2) To arm participants with a complete step-by-step summary writing course that they can incorporate in their lessons to train their students to write better summaries
- (3) To guide participants to craft questions that will make up the exercises in their group's unique summary writing course
- (4) And through doing so, to help these EL teachers teach summary writing more confidently and effectively

Before the Workshop

Pre-Workshop Assignment

Each participant must complete a pre-workshop assignment and submit it to **Mrs Marife Yap** 1- 2 days before the workshop.

The assignment is to come up with a summary question, and the answer in the form of (i) 8 main points and (ii) a summary written in complete sentences, and using linking words. This assignment does not have to be based on any text / passage, and the exact format of the question will be whatsapped to participants once the workshop is confirmed.

During the Workshop

The workshop is divided into many segments, each focusing on one of the summary writing skills or tactics that come under that skill. Every segment begins with the trainer using examples to demonstrate the skill, followed by a short period for individual written work, during which participants will craft questions (and their answers) similar to the trainer's examples.

Participants will learn how to teach their students to:

- (1) ensure that the points they have chosen to use are main points
- (2) reduce the number of words using 3 skills
- (3) write fluently and cohesively
- (4) ensure that they do not change the meaning of the author's words as they are used in the passage when they replace the author's words with their own
- (5) change sentence structures, i.e., use structures different from those used by the author
- (6) ensure that they use a variety of sentence structures in their summaries

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Participants will learn to teach their students not only how to maximize their marks for summary writing by using the abovementioned skills, but also how to minimise the loss of marks.

At the end of the workshop, the trainer will demonstrate a post-summary writing exercise discussion which teachers can model their lessons on to get their students used to the thinking processes they are required to go through when they are writing their summaries, that is, deciding (i) which points to choose, which not to, and why, (ii) whether to paraphrase an expression or not and (iii) which of the 8 skills to apply.

After the workshop

The trainer will edit and collate all the questions and answers crafted by the participants into worksheets and an answer key. These will make up the group's unique '**O' Level Summary Writing Course**, together with instructions on how to conduct the course. A pdf copy of the group's unique summary writing course materials and instructions for teachers will be sent to the participants within 30 days after the workshop.

Materials Provided:

- 1) Soft copy of the skeleton lecture notes, to be printed by participants for their use during the workshop
- 2) A Google Docs handout for each participant to use during the workshop, and for handing in their pre-workshop assignment.
(The link for this Google Doc handout will be emailed to the participants prior to the workshop.)

Workshop participants should have with them:

- 1) Stationery
- 2) Laptop & mobile phone
- 3) A hard copy of Text 3 /Section C and the summary question of the 2019 'O' Level EL Comprehension Paper
- 4) A hard copy of the skeleton lecture notes
- 5) The Google Docs worksheet open on their laptops

Cost: \$248/- net per teacher
inclusive of:

- (1) A complimentary copy of "***Distinction in English - 'O' Level Vocabulary Book 1***", written by Marife Cruz Yap & published by Marshall Cavendish Education
(Usual Price: \$15.95 incl GST)
- (2) A pdf copy the group's unique '**O' Level Summary Writing Course**
- (3) A pdf copy of the skeleton lecture notes
- (4) A soft copy of the Google Docs worksheet
- (5) A Certificate of Attendance
- (6) A complimentary reusable shopping bag (while stocks last)

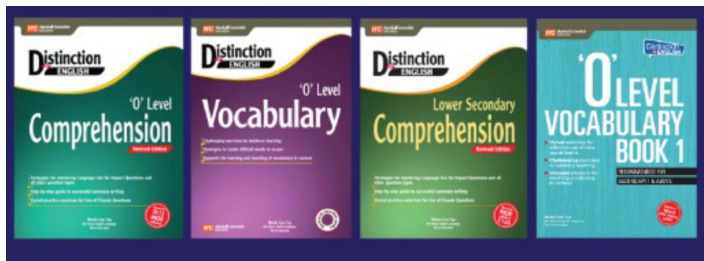
[Note: The pdf copy of the group's completed unique Summary Writing Course will be sent to the participants within 30 days after the workshop. Items # 1, 5 & 6 will be sent within 14 days after the workshop.]

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Group Size:
 8 - 12 teachers

Trainer:
 Marife Cruz Yap
 Principal Trainer of Langlit English
 BA Hons (English Language), NUS
 Dip Ed, NIE

Author of:



Schedule

S/N	Date	Day	Time	Remarks
1	12 September	Monday	2.30 pm - 5.30 pm	*Timings can be adjusted to accommodate the participants' personal schedules
2	14 September	Wednesday	2.30 pm - 5.30 pm	
3	15 September	Thursday	2.30 pm - 5.30 pm	
4	16 September	Friday	2.30 pm - 5.30 pm	
5	17 September	Saturday	10.00 am - 1.00 pm	
6	17 September	Saturday	2.00 pm - 5.00 pm	
7	19 September	Monday	2.30 pm - 5.30 pm	
8	21 September	Wednesday	2.30 pm - 5.30 pm	
9	22 September	Thursday	2.30 pm - 5.30 pm	
10	23 September	Friday	2.30 pm - 5.30 pm	
11	24 September	Saturday	10.00 am - 1.00 pm	
12	24 September	Saturday	2.00 pm - 5.00 pm	
13	26 September	Monday	2.30 pm - 5.30 pm	
14	27 September	Tuesday	2.30 pm - 5.30 pm	
15	28 September	Wednesday	2.30 pm - 5.30 pm	
16	29 September	Thursday	2.30 pm - 5.30 pm	
17	30 September	Friday	2.30 pm - 5.30 pm	

More dates will be made available in future. Please check our website (www.langlit.com) for subsequent schedules.

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Please contact Mrs Yap (97456398) via Whatsapp if you wish to arrange for a workshop to be conducted for your own group of teachers at another time, for example, the later part of Term 4, to help your colleagues prepare for the next academic year.

Booking Procedure

Whatsapp Mrs Yap (hp: 97456398) to book your seat for a workshop, and include the following details in your message:

- 1) Name
- 2) Designation
- 3) School you're currently teaching at
- 4) Workshop date & time
- 5) Email address
- 6) Mobile Number

A workshop will be confirmed once 8 teachers have signed up.*

**Workshop fees will be payable once a workshop is confirmed.*

*To expedite confirmation of your workshops on their preferred dates, EL HODs / EL Teachers can form their own groups of 8 -12 participants with their colleagues as well as EL teachers from different schools. **Groups with fewer than 12 teachers may be joined by teachers from other schools.
