

## Note-taking to Summary Writing

### A. Instructions:

#### 1. Read the following passage.

Diamonds are very expensive for several reasons. First, they are difficult to find. They are only found in a few places in the world. Second, they are useful. People use diamonds to cut other stones. So they are used in many factories around the world. Third, diamonds do not change. They stay the same for millions of years. Finally, they are very beautiful.

#### 2. Read the following notes based on the paragraph.

Diamonds are expensive for many reasons.

1. difficult to find
  - 1.1 found in a few places in the world
2. useful
  - 2.1 cut other stones
  - 2.2 used in many factories
3. do not change
  - 3.1 stay the same for millions of years
4. very beautiful

#### 3. Read the summary.

Diamonds are expensive for many reasons. First, they are difficult to find. Second, they are useful for cutting other stones in factories. Third, they do not change. Finally, they are very beautiful.

**B. Instructions:**

**1. Read the following passage and make notes by filling in the missing words in the note form.**

There are three important qualities necessary in a good boss. The most important quality is fairness. If the boss is fair, workers can feel that if they do a good job, their work will be appreciated, and their efforts will be rewarded. The second most important quality is leadership. The boss should be an example and a teacher. This allows workers to learn from a boss so that they can increase their job skills and get promoted. The third most important factor is that the boss act with consistency. That way the workers know what to expect each day. They know how they will be treated and what their share of workload will be. I would hire a boss with these qualities for myself.

(O'Conner F.H. (1990) *Express Yourself in Writing English*. Illinois: NTC Publishing Group.)

Topic Sentence:.....

1.....

1.1.....

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2.....

2.1 .....

2.2 .....

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3.....

3.1.....

3.2.....

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Conclusion: .....

**2. Use your notes to write a summary of the passage you have read.**

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