1. What to do BEFORE writing
   a. Take note exactly what the question wants. Underline or highlight the key theme or themes.
   b. Take note of which paragraphs you need to use. Do not find yourself with too much or not enough information to summarise.

2. Picking out relevant Content Points
   a. Underline, highlight or use parentheses, then number these so that you can easily see which points you have noted for use. Remember: 1 point does not equal 1 sentence! You can find multiple points within the same sentence (look out for connectors). Other times, 2 or more sentences may cover the same point, so don't treat each sentence as separate points.
   b. Select only Key ideas. Do away with examples and stats (unless required) & unnecessary adjectives and adverbs. This can be done during the writing phase.
   c. Most (if not all) Text 3 passages will have more than 8 Content Points! You should be able to find 10 Content Points. Do so. It's easier to score 8 out of 10 than 8 out of 8!

3. The Writing Phase
   a. Use your own words as much as possible. If you're short of time, or are not confident, it's fine to 'lift'. You will lose Language marks, but this is generally safer than rephrasing so much that you lose the essence of the text and end up losing Content marks.
   b. Use appropriate linking words to join two or three points together. This will allow you to organise your points and bring your word count down.
   c. Don't force a word substitution. This may lead to awkward sentences.
   d. General Rule of Thumb: Markers are mostly looking for the 'flow' of your summary. Are you able to match the tone of the given helping words to begin your summary? Are you able to pick out points relevant to the summary question? Are you able to restructure and organise your points and present these in a coherent and fluid paragraph?