

Templates

— Summarize Spoken Text —

How the Instruction Looks Like

You will hear a short lecture. Write a summary for a fellow student who was not present at the lecture. You should write 50 - 70 words. You have 10 minutes to finish this task. Your response will be judged on the quality of your writing and on how well your response presents the key points presented in the lecture.

Template:

- The lecture was mainly about **<keyword 1>**.
- Then the speaker talked about **<keyword 2>**, and **<keyword 3>**.
- Furthermore, **<keyword 4>**, and **<keyword 5>** were also mentioned in the lecture.
- Moreover, the lecturer also stated such words as **<keyword 6>**.
- Additionally, the narrator also discussed **<keyword 7>**.
- Overall, the lecture suggested highlighting the facts about **<keyword 8>**.

How To Use The Template?

- You will hear an audio which will go for around 40-90 seconds.
- While the audio starts, you have to make as many notes as you can.
- Write important notes, dates, places, things, technical terms, and quotes.
- Write **keywords** that make sense. Try to write keywords that are **nouns** or **adjectives + nouns**.
- For implementing the template one should be concerned about the quality of words, parts of speech, sentences, and tense structure.



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Another Template:

For better results try to write down around **6-7 broken sentences, phrases, and groups of words**. Thus you can use this template:

- The audio lecture was mainly about **<title sentence/phrase>**.
- The first crucial aspect / significant point discussed in the lecture was **<sentence 1/phrase 1>**.
- Then the speaker also mentioned that **<sentence 2/phrase 2>**.
- Furthermore, the lecturer also emphasized important information about **<sentence 3/phrase 3>**.
- Finally, the lecture concluded that **<sentence 4/phrase 4>**.

** This is a short version. Here is the ["full tips and tricks with template"](#).

