

Describe Image

- This image represents + Title + x-axis (10 sec)
- 2 to 3 points / key features (20 sec)
- Overall / conclusion (10 sec)

Retell Lecture

- Study Image
- Take Notes
 - focus on keywords
 - names / dates / numbers
 - look for repeated phrases
- identify overall purpose of the lecture

Summarize Written Text

- One sentence. Capital 1st word, end with period.
- use linking words
- summarize the most important points (not every point)
 - main point + 1 to 2 points
 - between 5 to 75 words (about 30 is enough)
 - create a complex sentence (which, when, that)
 - use a synonym
- who did what? / what happened?

Read 2 min
Write 7 min
Edit 1 min

Write Essay:

Intro: Rewrite Section 1 and 2 in your own words (2 sentences)
This essay will ... Agree / Disagree

Prepare 1 min
write 18 min
check 1 min

- Body:
- What are the 2 sides
 - which side are you on?
 - why?
 - why?
 - support your idea
 - can be 2 sides

Conclusion: Choose 1 ultimately

hello