**How to summarize information**

* read the heading (Überschrift): what is the text about 🡪 the topic (Thema)
* skim (=read quickly – überfliege) the text
* scan (= look for special information) for answers to the w-questions
  + who
  + where
  + when
  + what
  + why
  + how
* write down only keywords (no sentences)
* **imagine: your classmate was ill and asks you:**
* **What did you do in class?**
* **What did you read?**
* **What´s the text about?**

🡪 This is what you write in your summary, no details