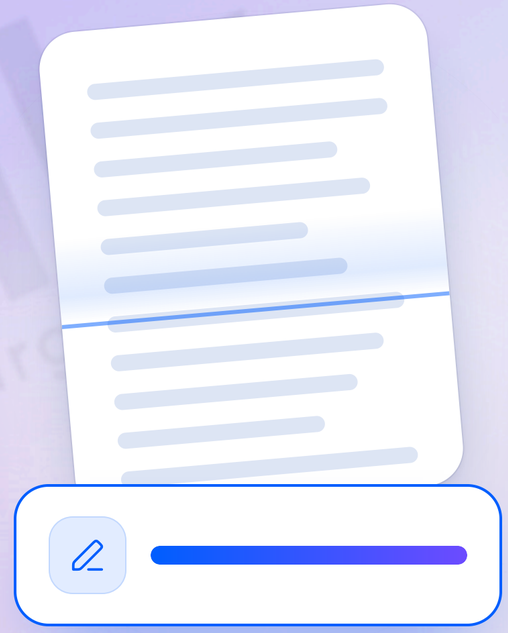
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WRITING

Summarize Written Text



Score Contribution:

28% Writing

23% Reading

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All About Your Educator



Prabhjeet Singh

IELTS and PTE Master Trainer, Gurully

15+ Years of Teaching Experience	**100,000+** Learners Coached
90% of Students Achieved Band 8+	**50,000+** Hours of Teaching Experience

Certified Trainer- Cambridge, Pearson, IDP, British Council & Paragon

CERTIFICATIONS



480 Hours Master Level in International TEFL/TESOL

London College of Teachers · Jul 2020



PTE Academic for Teachers: Scoring Speaking and Writing Items

Pearson · PTE Academic · Feb 2021



CELPIP Instructor Training: Level 1

CELPIP Instructor Training · Feb 2022



Advance Career Counselor Certification Program

Bodhami Learning Platform · Jun 2020

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Summarize Written Text

- About the Task
- Scoring Pattern: Academic & Core
- Strategy
- Spot the Key Words & Find the Conclusion
- From Main Ideas to One Sentence
- Pro Tips
- Practice Passages with Sample Answers

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About the Task

FEATURE	ACADEMIC	CORE
Passage Length	Up to 300 words	Up to 200 words
Response Length	One sentence in 5—75 words	One/Two sentence(s) in 25—50 words
Questions	2	1—2
Time to Answer	10 minutes	10 minutes

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Scoring Pattern

CRITERIA	PTE ACADEMIC	PTE CORE
Scoring Type	Partial Credit	Partial Credit
Skills Assessed	Reading + Writing	Reading + Writing
Form	0 — 1	0 — 2
Content	0 — 4	0 — 2
Grammar	0 — 2	0 — 2
Vocabulary	0 — 2	0 — 2

⚠ **Remember:** Content might be reviewed by a **Human Examiner** under specific circumstances. If the Content is scored ‘0’ there is no further scoring.

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Academic: Content Scoring

Total marks for Academic: 9

PARTIAL CREDIT

CONTENT

0	a. Does NOT demonstrate comprehension of the source/question text
1	a. Relevant but not meaningfully summarized the main ideas b. Lacks coherence
2	a. Partially summarized b. Relies heavily on repeated excerpts and requires effort to follow
3	a. Adequately summarized b. Ideas connected but not efficiently synthesized c. Inconsistent paraphrasing and simple connective devices used repetitively
4	a. Clear and accurate b. Full comprehension c. Effective paraphrasing d. Main ideas correctly identified and synthesized e. Well connected and organized f. Varied connective devices used

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Academic: Grammar, Vocab & Form

Total marks for Academic: 9

PARTIAL CREDIT

PARAMETER	0	1	2
GRAMMAR	Defective grammar, limits communication	Some grammatical errors, but communication is clear	Correct grammatical structure
VOCAB	Wrong word choice which hinders communication	Some lexical errors, but communication is clear	Appropriate word choice
FORM	a. Response NOT written in a single sentence b. Entirely written in capital letters c. Used less than 5 words or more than 75 words	Response is written in a single complete sentence	—

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Core: Detailed Scoring

Total marks for Core: 8

PARTIAL CREDIT

PARAMETER	0	1	2
CONTENT	The response misses out or misrepresents the main ideas of the text	A fair summary; one or two aspects missed	a. A good summary b. All main ideas covered
FORM	a. Contains less than 5 words or more than 50 words b. Written in capital letters c. Punctuations not used d. Consists only of bullet points	Contains 5–24 words or 51–60 words	Contains 25–50 words
GRAMMAR	Defective grammar, limits communication	Some grammatical errors, but communication is clear	Correct grammatical structure
VOCAB	Inaccurate word choice, limits communication	Some lexical errors, but communication is clear	Appropriate word choice

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Strategy

	STRATEGY	OBJECTIVE	TIME
1	Skim the Text	Capture the central idea	2 mins
2	Scan for details	Identify 2–3 supporting pointers, avoid including minor examples, dates, unnecessary words in parentheses.	2 mins
3	Club the Ideas	Logically sequence the ideas/relation stated in the text • Use **'and'** to add a supportive idea • Use **'but'** to show contrast in the idea • Use **'because'** to show a reason • Use **'so'** to show a result of the idea	1 min
4	Draft the response	Summarize the entire text in your own words	2 mins
5	Proofread the response	Check for the word limit; any grammatical error; word choice; spelling errors and structure of the response.	1 min

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Spot the Key Words (1/2)

In the fast-paced world of work, effective time management is a skill that can make or break your professional success. Whether you're an employee, an entrepreneur, or a freelancer, mastering the art of time management is crucial for achieving your goals and maintaining a healthy work-life balance. One key aspect of effective time management is setting priorities. Identify the most important tasks that contribute directly to your professional objectives and focus on them first. Use techniques like the Eisenhower Matrix to categorize tasks based on urgency and importance, allowing you to allocate your time wisely. Another critical element is planning and organization. Create daily or weekly schedules to outline your tasks and allocate time blocks for specific activities. Tools like calendars, to-do lists, or project management software can help you stay organized and ensure that no important task is overlooked. Eliminating distractions is essential for productivity. Identify common distractions in your workspace and take steps to minimize them.

Spot the Key Words (2/2)

This might involve silencing your phone, blocking distracting websites, or finding a quiet workspace away from interruptions. Effective time management also includes regular breaks. While it may seem counterintuitive, taking short breaks during the workday can boost your productivity and creativity. Use techniques like the Pomodoro method, which involves working for 25 minutes and then taking a 5-minute break. Lastly, don't forget the importance of adaptability. Sometimes unexpected challenges or opportunities arise in your professional life. Being flexible and adjusting your schedule when needed is a valuable skill in maintaining your productivity and meeting your goals. In conclusion, effective time management is a cornerstone of professional success. By setting priorities, planning and organizing, eliminating distractions, taking breaks, and remaining adaptable, you can optimize your productivity and work towards achieving your career objectives while maintaining a healthy work-life balance.

Find the Conclusion

This might involve silencing your phone, blocking distracting websites, or finding a quiet workspace away from interruptions. Effective time management also includes regular breaks. While it may seem counterintuitive, taking short breaks during the workday can boost your productivity and creativity. Use techniques like the Pomodoro method, which involves working for 25 minutes and then taking a 5-minute break. Lastly, don't forget the importance of adaptability. Sometimes unexpected challenges or opportunities arise in your professional life. Being flexible and adjusting your schedule when needed is a valuable skill in maintaining your productivity and meeting your goals. In conclusion, effective time management is a cornerstone of professional success. By setting priorities, planning and organizing, eliminating distractions, taking breaks, and remaining adaptable, you can optimize your productivity and work towards achieving your career objectives while maintaining a healthy work-life balance.

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Paragraph 1 → Main Idea

PARAGRAPH

In the fast-paced world of work, effective time management is a skill that can make or break your professional success. Whether you're an employee, an entrepreneur, or a freelancer, mastering the art of time management is crucial for achieving your goals and maintaining a healthy work-life balance.

MAIN IDEA

Time management is crucial for working professionals

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Paragraph 2 → Main Idea

PARAGRAPH

One key aspect of effective time management is setting priorities. Identify the most important tasks that contribute directly to your professional objectives and focus on them first. Use techniques like the Eisenhower Matrix to categorize tasks based on urgency and importance, allowing you to allocate your time wisely.

MAIN IDEA

Prioritizing important tasks by using certain methods enables one effective work allocation.

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Paragraph 3 → Main Idea

PARAGRAPH

Another critical element is planning and organization. Create daily or weekly schedules to outline your tasks and allocate time blocks for specific activities. Tools like calendars, to-do lists, or project management software can help you stay organized and ensure that no important task is overlooked.

MAIN IDEA

Planning and organizing through various tools is helpful.

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Paragraph 4 → Main Idea

PARAGRAPH

Eliminating distractions is essential for productivity. Identify common distractions in your workspace and take steps to minimize them. This might involve silencing your phone, blocking distracting websites, or finding a quiet workspace away from interruptions.

MAIN IDEA

The workspace should be distraction free for better output.

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Paragraph 5 → Main Idea

PARAGRAPH

Effective time management also includes regular breaks. While it may seem counterintuitive, taking short breaks during the workday can boost your productivity and creativity. Use techniques like the Pomodoro method, which involves working for 25 minutes and then taking a 5-minute break. Lastly, don't forget the importance of adaptability.

MAIN IDEA

Taking regular breaks multiplies productivity

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Paragraph 6 → Main Idea

PARAGRAPH

Sometimes unexpected challenges or opportunities arise in your professional life. Being flexible and adjusting your schedule when needed is a valuable skill in maintaining your productivity and meeting your goals.

MAIN IDEA

Flexibility is a critical skill to deal with sudden challenges or avenues

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Conclusion Paragraph

In conclusion, effective time management is a cornerstone of professional success. By setting priorities, planning and organizing, eliminating distractions, taking breaks, and remaining adaptable, you can optimize your productivity and work towards achieving your career objectives while maintaining a healthy work-life balance.

From Main Ideas to One Sentence

1. Time management is crucial for working professionals
2. Prioritizing important tasks by using certain methods enables effective work allocation
3. Planning and organizing through various tools is helpful
4. The workspace should be distraction free for better output
5. Taking regular breaks multiplies productivity
6. Flexibility is a critical skill to deal with sudden challenges or avenues

ONE-SENTENCE SUMMARY

Time management is crucial for working professionals, as prioritizing important tasks through effective methods ensures efficient work allocation, while planning and organizing activities using various tools, maintaining a distraction-free workspace, and taking regular breaks significantly enhance productivity; furthermore, flexibility is an essential skill that enables individuals to overcome unexpected challenges and seize new opportunities.

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Pro Tips

- Write one Sentence.
- Maintain proper flow of the response. (cause-effect; problem-solution).
- Use connectors like highlighting, emphasizing, resulting in, etc... to showcase clear relation among the clauses.
- Ensure every clause directly relates to the passage.
- The best range to write the response is 30-50 words.

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Practice 1: Read the Passage

Instructions: Read the passage below and summarize it using one sentence. Type your response in the box at the bottom of the screen. You have 10 minutes to finish this task. Your response is judged on the quality of your writing and on how well your response presents the key points in the passage.

Renewable energy sources such as solar and wind power are becoming increasingly vital as global energy demands rise. Traditional fossil fuels release significant greenhouse gases into the atmosphere, which accelerates climate change. Transitioning to green energy reduces overall carbon emissions and protects natural ecosystems. However, high installation costs remain a significant challenge for developing nations looking to adopt these new technologies quickly.

Beyond initial financial barriers, integrating intermittent energy sources like solar and wind into existing power grids presents technical hurdles. Because power generation fluctuates based on weather conditions and time of day, governments must invest heavily in advanced battery storage technology and modern grid infrastructure to ensure a stable supply. Furthermore, fossil fuel industries continue to receive substantial subsidies in many regions, making it difficult for renewable alternatives to compete on an equal economic footing. Despite these economic and logistical obstacles, international organizations are increasing funding and policy support to help lower-income nations build sustainable power grids, ensuring that the global energy transition remains both inclusive and environmentally effective.

Practice 1: Sample Answers

Sample Answer 1 · Cause and Effect Structure

Renewable energy sources are becoming increasingly vital as global energy demands rise, but high installation costs remain a significant challenge for developing nations looking to adopt these new technologies quickly.

Sample Answer 2 · Cause and Effect Structure

While initial installation costs, grid instability, and fossil fuel subsidies pose significant challenges for developing countries, transitioning to renewable energy remains essential for reducing carbon emissions, supported by growing international funding and policy initiatives.

Sample Answer 3 · Result Oriented Structure

Despite financial barriers, infrastructure hurdles, and competing fossil fuel subsidies, developing nations are increasingly supported by global funding to adopt renewable energy sources that curb climate change and protect ecosystems.

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Practice 2: Read the Passage

Instructions: Read the passage below and summarize it using one sentence. Type your response in the box at the bottom of the screen. You have 10 minutes to finish this task. Your response is judged on the quality of your writing and on how well your response presents the key points in the passage.

For decades, the standard working model for companies worldwide has centered on the traditional 40-hour, five-day workweek. However, recent large-scale trials conducted across various industries in Europe and North America have sparked a growing interest in the four-day workweek. Proponents argue that reducing working hours without reducing pay leads to significant improvements in employee well-being, reducing burnout, stress, and absenteeism.

Crucially, the data from these trials suggests that productivity does not suffer when hours are cut. Instead, employees often streamline their daily tasks, cut down on unnecessary meetings, and work more efficiently to meet their targets. Furthermore, companies offering flexible schedules report higher rates of staff retention and a stronger ability to attract top talent in a competitive job market. Despite these clear advantages, skeptics warn that a condensed schedule may not suit every sector, particularly service industries that require continuous, round-the-clock coverage. Nevertheless, the evidence implies that the traditional office schedule may no longer be the most effective strategy for modern workforce management.

Practice 2: Sample Answer

SAMPLE ANSWER

Although critics argue that a shorter schedule may not be suitable for sectors requiring continuous coverage, widespread trials demonstrate that implementing a four-day workweek improves employee well-being and talent retention without compromising overall productivity.

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Practice 3: Read the Passage

Instructions: Read the passage below and summarize it using one sentence. Type your response in the box at the bottom of the screen. You have 10 minutes to finish this task. Your response is judged on the quality of your writing and on how well your response presents the key points in the passage.

Urban green spaces, such as parks, community gardens, and urban forests, play a critical role in mitigating the adverse environmental impacts of rapid urbanization. As concrete infrastructure replaces natural landscapes, cities face rising ambient temperatures—a phenomenon known as the urban heat island effect—alongside worsening air quality and heightened flood risks during heavy rainfall. Trees and vegetation combat these issues by absorbing carbon dioxide, filtering harmful pollutants, and providing natural soil drainage to manage stormwater runoff.

Beyond environmental benefits, urban nature significantly enhances human health and social cohesion. Access to green areas has been consistently linked to reduced stress levels, lower risks of cardiovascular disease, and increased physical activity among city dwellers. Furthermore, well-designed public parks serve as vital communal hubs that foster social interaction and a sense of belonging within diverse neighborhoods. Consequently, urban planners are increasingly prioritizing the integration of green infrastructure into city design to build resilient, healthier communities for the future.

Practice 3: Sample Answer

SAMPLE ANSWER

While rapid urbanization leads to environmental and public health challenges, integrating urban green spaces into city planning effectively mitigates these risks by filtering pollutants, reducing urban heat, and enhancing both physical and social well-being for residents.

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