

Grow with

NOVUS

FOUNDATIONS FOR CHANGE®

You can do it. We can help.



English

Entry Level 3, Book 11

GLH 3

**Reading to Identify and Extract
Main Points and Ideas**

Name	
Number	
Location	
Date Issued	



➤ Introduction

This booklet is part of your learning programme.

Remember to read carefully and try your best. Don't worry if you get stuck, make a note on the booklet and move on to the next task. Try coming back to it later, see if you can work it out then.

If you are still stuck, remember to make a note at the end of the booklet.

Throughout the booklet, you will see that some words have been printed **blue and bold**. You will find more detailed explanations of each of these words in the 'Glossary' at the back of the booklet.



Glossary is a list of often difficult or specialised words with their definitions, placed at the back of a book. You may also know this as a word bank.

By working through this booklet, you will develop the skill of finding information in texts. You will learn some strategies to help you read and extract the main points and ideas of a text.

What Do the Symbols in this Booklet Mean?



Where you see this symbol, there is a skills practice or activity for you to complete.



Information, explanations and case studies are shown with this icon.



This shows you there is a glossary or word bank with the meaning and correct spelling of key words.



This icon shows where to write comments for your tutor to read.



This symbol lets you know there are some key points to remember.




The Big Picture



You are studying Entry Level 3 English, which is taught over 55 Guided Learning Hours (GLH).

The programme covers the units listed below. The unit that you're working on today is ticked.

Booklet		GLH	
1	Spelling		
2	Punctuation		
3	Commas, Compound Sentences and Writing Detailed and Longer Texts		
4	Spelling with Prefixes, Suffixes and Homophones		
5	Finding the Meaning of Words		
6	Plurals and Grammar		
7	Use Appropriate Language for Purpose and Audience		
8	Logical Order, Paragraphs, Subheadings and Narrative Writing		
9	Using Bullet Points, Writing Reports and Using Layout Features to Find Information		
10	Text and Purpose		
11	Reading to Identify and Extract Main Points and Ideas	3	
12	Recap and Summary		

Outcomes

These are the outcomes you can achieve by completing the learning activities in this booklet:

1

Find the main points and ideas of a text

2

Understand the main points and ideas in texts

3

Extract information from texts to answer questions



Recap



A **recap** is an effective way of helping you to remember and apply what you have learnt. If this is your first booklet, it may help you to think about what you know already about this subject. Can you answer the following questions?



What was the last booklet you completed?



Can you remember what you learnt about?



Can you remember three key points from the booklet?

1

2

3

Information about Reading



Reading is really important!

It's a skill we use all the time so we can understand information at work and from our family and friends, and to help with other aspects of our daily lives.

In this booklet, we are focusing on how to find and understand the main points and ideas in the texts we read.



A good reading skill is being able to find information in a text and show that you have understood it by explaining it in your own words. Let's try this.

To sum up the main point of a report, we might extract the sentence:

The number of females going into engineering is increasing.

We could reword this as:

More women are getting jobs as engineers.



Task
1

Put this sentence into your own words:

Perfect spelling and grammar are essential for job applications.



➤ Main Points and Ideas



Being able to find the main points of a text is useful when:

- We need to read texts quickly and sum up the information so we can understand it effectively.
- We are looking for certain pieces of information so we need to know how to choose texts that will help us.
- We don't want to waste time reading texts that don't have the information we need.

Sometimes, you don't need to read all the text to find the answers to questions or you may want to find important information quickly. There are times when it may be important or necessary to find or extract only the main points in a text, for example:

- Reading exam papers – making sure that you read and follow the instructions
- Newspapers – extracting the main ideas from long **articles**. Sometimes you can read the headlines and first few paragraphs to get the main point
- Small print in important documents such as legal documents is another good example – the ability to filter important text is an essential functional skill



Whether we are talking about the main idea of a paragraph, a poem, a chapter, or longer text, finding the main idea requires you to identify the topic of a piece of writing and then uncover what the writer wants you to know about that topic.

➤ Main Points and Ideas: Strategy 1



A good place to look to get an idea of the main point of a text is the first sentence. This will usually sum up the detail that will follow in the rest of the text.

Look at this paragraph.

What are Job Fairs?

Job fairs are becoming more popular as a way for employers to find new candidates. They are great for candidates to meet lots of employers on the same day. You don't need to be unemployed to attend a job fair; if you are just seeking part-time work, or considering a change in employment, attending a job fair could also help you.

Adapted from jobcentreguide.co.uk

➔ This is the first sentence. What do you think the text is about?

The first sentence tells us that job fairs are something that employers can put on to meet possible new people to employ. It also states that more and more companies are using them.



➤ Main Points and Ideas: Strategy 1



Task 2

Now have a look at this paragraph. What is the main point here? Remember to look at the first sentence.

Jobcentre Plus holds regular job fairs to give job seekers the chance to meet and talk to employers. Job seekers can pick up application forms or even be interviewed at the events. Many well-known employers take part in the Jobcentre Plus job fairs.

Adapted from jobcentreguide.co.uk

The main point of this text is:

.....



➤ Main Points and Ideas: Strategy 2



Another way to find the main points and ideas in a text is to ask yourself some questions about it as you read it.



You won't always need to ask yourself all these questions for every text you read. They're helpful to think about if the main point or idea for a text is not obvious straight away.

➤ Main Points and Ideas: Strategy 2

Here's how it works:

Ali Sherman – Personal Statement

I am an experienced and enthusiastic chef who has worked in top-end restaurants for ten years in the north west. Currently looking for a new challenge, I am ready to take on a management role. I have broad knowledge of all European dishes and have specialist expertise in Polish **cuisine**. Possessing my own equipment, I am an excellent choice for the position of Head Chef.

- **Who is the text about?**
It's about Ali Sherman.
- **What is the main topic of the text?**
The main topic is Ali's experience as a chef.
- **When are events taking place?**
Ali has been a chef for ten years.
- **Where are events taking place?**
Ali works in the north west.
- **Why has the text been written?**
This has been written to show employers why Ali is a good candidate.

The main point of this text is Ali Sherman's experience as a chef and why he would be a good employee in this field.

Main Points and Ideas: Strategy 2



Task
3

Read this text and answer the questions

Anna told me about her experience interviewing for a new role. She said that the interviewer started the conversation by saying that the focus of their interview would be thinking about **“culture fit.”** That alarmed Anna because she is mixed-race and the interviewer is white. She felt that she was not going to receive an offer because she is not of the same ethnic background.

Adapted from emtrain.com

1. Who is the text about?

2. What happens in the text?

.....

3. Why has the text been written?

.....



➤ Main Points and Ideas: Strategy 2



Task 4

Look at your answers. Write what you think the main point of the text is in your own words.



➤ Main Points and Ideas: Strategy 3



Sometimes writers will put their main idea across by repeating it. We can extract the main point or idea of a text by looking out for things that are mentioned many times.

We can use a highlighter to show repeated ideas or simply underline the words that come up a lot.

Read this text and think about why certain words have been highlighted.

Interview Success – A Step by Step Guide

Follow our top tips to grab the **job of your dreams**

- Do your research. **You know you really want that job.** Show the boss you've done your homework and you understand the company and its goals.
- Plan the day. Don't add extra stress by discovering last minute that your clothes aren't ironed or getting lost because you don't know the way.
- Be aware of your body language. **Demonstrate how keen you are to get the job** by using open gestures. Smile. Avoid crossing your arms or frowning.
- Pause and think before answering questions. Considered answers will make it **more likely you'll get chosen for the position.**
- Ask questions. This shows the employer you're thinking carefully about why **you want the job.**

The main point of this text is how to do well at an interview to get the job you really want.



➤ Main Points and Ideas: Strategy 3



Task
5

Highlight or underline repeated ideas in this text.

There are many possible health and safety hazards in the workplace.

- Slips, trips and falls can cause serious injuries. Exposed wires or damaged carpets should be fixed straight away. Dangerous obstacles such as rubbish or boxes should be put away.
- Poorly positioned furniture can cause damage to muscles. Chairs and other equipment should be fully adjustable.
- Lifting heavy objects can cause a risk to health. Use the correct posture when lifting heavy items.
- Chemicals can cause burns, skin irritation and even poisoning. Store all chemicals safely with correct labels.

1. Which words or **phrases** have you highlighted or underlined?

.....

2. What is the main point of the text? Use your own words.

.

➤ Main Points and Ideas: Strategy 4



As well as looking at the first sentence of a text or paragraph, it can also be useful to look at the last sentence. Writers often sum up their main point at the end to make sure the reader is left with a clear message.

CVs are valuable and important because they are your first and maybe only direct communication with a potential employer.

Presentation is key. For this reason alone, a CV should be carefully thought out, designed and written so that it makes an immediate positive impact on key decision makers. When a reader looks at your CV, they should be able to quickly gain a clear idea of your experience and potential.

Bear in mind that the person reading it will never have met you and it will be seen as a reflection of you as a person.

Adapted from DayJob.com

The first and last sentences both state that it is important to write a good CV because the person reading it will not know you so the CV will be the first contact with a potential new boss.



➤ Main Points and Ideas: Strategy 4

Read this text. After you have finished, re-read the first and last sentences to identify and understand the main points of the text.



Task
6

Car Sharing Report

The report finds there is little enthusiasm for car sharing to travel to and from the workplace.

Respondents claimed that they did not want to drive with people they did not know well. They were also concerned about **subsidising** others by paying for petrol and not getting their money back. Additional problems were caused by varying start and finish times for shifts.

Car sharing is not popular at this workplace.

The main point of this text is:



Task
7

GDPR

GDPR (General Data Protection Regulation) is extremely important for all of us. We must always follow company **policy** for this matter. If we don't, both the company or individual staff may be fined or prosecuted. Further information can be found on the intranet.

Everyone is responsible for complying with GDPR.

Human Resources

The main point of this text is:

 **Notes**







Let's keep going

ROW



WWW (What Went Well)

.....

EBI (Even Better If)

.....

Next steps

Learner feedback (Please provide some feedback for your tutor following the comments that you have just made on your work.)

Main Points and Ideas – Recap



We can find and understand the main points and ideas in texts by:

- **Strategy 1** – Looking at the first sentence of the text or paragraph
- **Strategy 2** – Asking ourselves questions about the text
- **Strategy 3** – Looking at repeated words or ideas
- **Strategy 4** – Reading the first and last sentences of the text or paragraph together



Task
8

**Think about all the things you read yesterday.
What information did you find out?
An example has been completed for you.**

Type of text	Main points and ideas
Menu	Food available to choose for meals

Extracting Information from Text



You can demonstrate your understanding of a text by extracting words and phrases which explain the information and ideas shared by the writer.



Extracting means finding and taking words and phrases from a text to answer a question.

To do this, you may need to read a text a few times and **highlight** phrases and words which will help you to answer a question.

For example, look at this feedback given by a customer at a cafe. The question asks you to identify descriptions of the food at the cafe.

The Beachwood Cafe is in the perfect location. We ate our food whilst watching the sunrise across the beach! We were greeted by a very charming and attentive waiter, who sat us at a perfect table. We were served **fresh bread** and coffee, which we agreed was **the best** we'd had in many years. The menu is full of **organic** and **local produce** at a **very good price**. The service was quick, but we did not feel rushed. We will be coming back soon!

The words and phrases describe the food that have been highlighted in the review.

Example question:

Give three examples of how the writer has described the food at the cafe.
Fresh
Organic
The best

Extracting Information from Text

Now, try this question yourself using the same review. You may want to underline or highlight words and phrases that will help you to answer this question.



Task
9

Give three examples from the review which show that the writer had a positive experience with the staff at the Beachwood Cafe.

1.
2.
3.

Here are some staff profiles from Beachwood Cafe. Read each statement then complete the tasks below.



Task
10

“Good day. My name is Alicia. I have worked at the famous Beachwood Cafe as a **barista** for 4 years. I am usually one of the first members of staff at the cafe each morning as I have to clean the coffee machine before we can open for the day. I spend my whole shift making a variety of different teas and coffees and cleaning and I order stock weekly. My job can be difficult at times as we can get very busy.”



Give three examples of Alicia’s daily tasks at the cafe.

- 1.
- 2.
- 3.

Extracting Information from Text



Task
11

“My name is Nate and I am a waiter at the Beachwood Cafe. I deal with every customer who comes in each day. I am responsible for taking bookings over the phone, ordering and serving our customers’ food and drinks. Customer experience is the most important aspect of my job, so I do everything I can to ensure the customer is enjoying their visit. I do this by having a friendly, polite tone and serving customers promptly.”



Give two examples of ways Nate contributes to a good customer experience.

1.
2.



Task
12

“Hi, I’m Alvey. I work at the Beachwood Cafe as the head chef. I’m always the first person here and the last to leave every night. Being a head chef can be stressful, as I have many responsibilities including making and checking our deliveries, creating our menus and preparing most dishes that leave the kitchen. I make sure that the kitchen is always clean and that we are serving high quality food all day.”



Give three examples of job roles that make being a head chef stressful.

1.
2.
3.

Extracting Information from Text



Task
13

Look at the timetable below taken from a local leisure centre. The information about their classes has been displayed in this way to make it easier for customers to extract the information they need from it. There are some questions on the next page.



Group Exercise Timetable

Monday			
18.30-19.30	Kickboxing	Hall	Bruno
20.00-21.00	Kickboxing	Hall	Bruno
Tuesday			
18.30-19.30	Kickboxing	Nets	Bruno
19.30-20.30	Kickboxing	Nets	Bruno
Wednesday			
18.30-19.00	Metafit	Nets	Bruno
19.00-20.00	Kickboxing	Gallery	Bruno
20.00-21.00	Kickboxing	Gallery	Bruno
Friday			
18.30-19.30	Kickboxing	Hall	Bruno
19.30-20.30	Kickboxing	Hall	Bruno

Kickboxing

Amazing aerobic and anaerobic experience using kickboxing, based techniques to increase muscular strength, flexibility, cardiovascular conditioning, coordination and balance. Improve your fitness and confidence with a former professional champion!

Ladies only and beginners sessions also available

Metafit

30 minutes high-intensity workout. Body weight/ interval style training that will keep your body burning calories long after your workout.

Contact us or visit our website to book your place

T: 01269 935263
E: info@lgo.org

www.lgo.org

CLASS FINDER

For our live timetable visit:
www.classfinder.org
or use our QR code





▶ Extracting Information from Text



Task 13

Now answer the questions on this page using the information in the timetable on the previous page.

1. On which days of the week are no classes held?
2. Metafit is a 30-minute class. How long is Kickboxing?
3. How can you access the leisure centre's live timetable?
4. Name two ways you can book a place on a class.
5. What day could you attend a Metafit class?
6. Name three different benefits from the kickboxing class.
7. How many different locations in the leisure centre are used for the classes?

Extracting Information from Text – Recap



We can extract information from text by:

- Reading the text carefully
- Highlighting or underlining key words and phrases
- Reading the text with a question in mind
- Using the way the text makes words stand out to find information more easily

1

**Read the text
carefully**

2

**Highlight
or underline key
words or phrases**

3

**Read the text
with a question
in mind**

4

**Use the way the
text makes words
stand out**

Let's Bring your Learning Together



Task
14

Read this text and answer the questions about the main points and ideas.

Rights for Uber Drivers

After a five-year legal battle, taxi app giant Uber has guaranteed 70,000 drivers the national minimum wage, some holiday pay and a pension scheme. What does this mean for the gig economy across the UK?

Bosses of cab hailing app Uber have performed a big U-turn by handing 70,000 of its drivers in the UK certain guarantees.

But it only came after the US business last month lost the final stage of a five-year legal battle with drivers who claimed their employment status had been wrongly classified.

What exactly does it mean for Uber drivers?

Its drivers in the UK will be guaranteed things such as being paid at least the national minimum wage.

This is currently £8.72 an hour for over 25s, rising to £8.91 in April.

The drivers will also receive around 12% of what they earn as holiday pay every fortnight, whether they take time off or not.

And those eligible will be auto enrolled into a pension scheme, with the drivers and Uber making contributions.

Adapted from an article by Graham Hiscott – The Mirror

1. Look at the first sentence (not the heading).
What is the main point of the article?

This task continues on the next page.

Let's Bring your Learning Together



Task
14

2. Who is the article about?

3. How many Uber drivers have been given new guarantees?

4. How much will the national minimum wage increase by for over 25s in April?

5. Which of these benefits will some Uber drivers get?
Tick two.

Pension Scheme	<input type="checkbox"/>
Discounts in Shops	<input type="checkbox"/>
Sick Pay	<input type="checkbox"/>
Gym Membership	<input type="checkbox"/>
Holiday Pay	<input type="checkbox"/>
Childcare Vouchers	<input type="checkbox"/>



WWW (What Went Well)

EBI (Even Better If)

Next steps

Learner feedback (Please provide some feedback for your tutor following the comments that you have just made on your work.)



Article	An article is usually a piece of writing taken from a newspaper, magazine or online to give information. They are non-fiction (which means they are not a story but based on true facts).
Barista	Somebody who is employed to make coffee.
Candidates	People applying for a new job.
Cuisine	A style of cooking.
Culture fit	How a person's values, attitudes and beliefs fit into an organisation they are part of.
Phrases	A small group of words that have meaning but are not necessarily a sentence.
Policy	Actions agreed by an organisation.
Recap	Sum up, restate or state again; to repeat the main points of an explanation or a description.
Statement	Used to describe something that someone has said.
Subsidising	Supporting financially.

Next Steps

Now you have completed Booklet 11, please return this to your tutor/trainer.

Your tutor/trainer will mark the work and provide you with some feedback showing what you have done well and suggestions on improvements.

The next booklet will be provided to you.



Have Your Say



We would be interested in your opinion of this booklet.

1. Was there anything you found easy in this workbook? Yes No
If you answered yes, what did you find easy?

2. Was there anything you found hard? Yes No
If you answered yes, what did you find hard?

3. Is there anything that you would like your tutor to go over again? Yes No
If you answered yes, what is this?

4. If your tutor provided learning aids, did you use them? Yes No
If you answered yes, how were they useful?

5. Would you like more support? Yes No
If you answered yes, one of our Support Staff will get in touch with you.

6. Do you have any questions?

7. What have you learnt from this booklet?

Notes



Notes



