

WRITING A SUMMARY

*In a **summary**, we want to give readers the main points of an article as briefly as possible.*

Your summary should give the reader a clear idea of what the text is about.

- (SKIMMING): Focus your attention on WHAT YOU UNDERSTAND in the text, not the things you do not understand.
- IDENTIFY THE TOPIC SENTENCES – Underline them if you prefer.
- Include only RELEVANT information. Do not include UNNECESSARY DETAILS OR EXAMPLES.
- Pay attention to the words that are REPEATED in the text.
- DON'T COPY LITERALLY FROM THE TEXT: Use synonyms, antonyms... and try to PARAPHRASE the main ideas, i.e., rewrite them in your own words. We often paraphrase by shortening or combining sentences in order to be more concise.
- Organise the information into one COHESIVE PARAGRAPH –rank your ideas. You may have to change the order of the original article.
- Make sure you DO NOT ADD YOUR PERSONAL OPINION about the topic. Don't use your imagination.
- AVOID USING “The text talks about...”, “...tells us about...”, “...is about”, etc.
- Try to INTRODUCE THE MAIN IDEA in the first sentence.
- *Check your work.*