

## Summary of summary techniques

- 1** Use your own words as far as possible, but try to ensure that you retain the *exact meaning* of the original.
- 2** Keep, as far as possible, to the arrangement of ideas of the original passage.
- 3** Include only the points made in the passage; do not introduce any ideas of your own.
- 4** Leave out negative statements, or make them positive.
- 5** Do not write questions, but turn them into statements if they are relevant.
- 6** Do not include spoken words or quotations, but report the idea contained in them if it is relevant.
- 7** Do not include repetitions of ideas or phrases, and be as concise as possible in your wording.
- 8** Leave out examples, comparisons and details if they merely illustrate a point which is being made and do not contribute anything new to the main argument of the passage.
- 9** Try to find generalisations for the ideas contained in lists of words and phrases.
- 10** Use linking words and constructions, such as ‘nevertheless’, ‘consequently’, ‘despite’, ‘because’, ‘although’, ‘however’, ‘therefore’, ‘thus’, ‘since’, and participles (‘-ing’ verbs), to provide balance and continuity
- 11** A summary is a formal piece of writing, so do not use shortened forms or slang/colloquial expressions.
- 12** Do not forget to check the number of words and rewrite the sentences or leave some words out if you are over limit.
- 13** Check your spelling!