

## **Summarizing**

Being able to write a summary is an important skill. It shows that you have understood what is most important in a text. A summary is different from a paraphrase.

When you paraphrase, you look at a small part of the text and rewrite it in your own words.

**When you summarize, you look at the whole text and reduce it to a few sentences (still using your own words, not the author's).**

The first sentence of a summary should express the overall message of the text. The remaining sentences should present the most important ideas in the text. A good summary need not include details or supporting evidence for the main ideas.

Excerpted from:

*Seal, Bernard. Academic Encounters. Reading, Studying Skills, and Writing. Cambridge: CUP, 1997, pp. 13*

### **to summarize**

to make a short statement giving only the main information and not the details of a plan, event, report etc.

*Longman Dictionary of Contemporary English. Harlow: Longman Group Ltd, 1995, pp.1443*