

STUDY SKILL

Summaries

A summary gives the main ideas from an article, report, essay, etc. It is much shorter than the original text. It is useful for revision and for remembering the main points.

We usually write a summary from our notes.

Read a text (or texts) > Take notes > Write summary

Taken and adapted from:

Harrison, Richard. Academic Skills. Level 1. p. 55. Oxford: OUP, 2006. ISBN 978-0-19-471558-4



To summarize the information means to link the main points in our own words.

Linking ideas in a clear and logical way is part of good writing.

Use **but**, **however**, and **although** to contrast two ideas.

Look at the sentences **a** and **b**. Compare the way **but**, **however**, and **although** are used to link them. What differences are there?

a The official language is French.

b Many people speak a little English.

The official language is French, **but** many people speak a little English.

The official language is French. **However**, many people speak a little English.

Although the official language is French, many people speak a little English.

The official language is French, **although** many people speak a little English.

☞ A Link the pairs of sentences using the word in brackets.

1 Many people think that Sydney is the capital of Australia. Canberra is really the capital. (*but*)

2 The Amazon is the longest river in South America. The Nile is the longest river in the world. (*however*)

3 Mount Everest is the highest mountain in the world. It is not the most difficult to climb. (*although*)

4 It is very hot in the Sahara during the day. It can be very cold at night. (*although*)

To connect ideas that show the cause and the result, use linking words and phrases.

- For cause, use **because, as, since**:

*People in some parts of the world cannot afford computers **since/as/because** they are too expensive.*

- For result, use **as a result, consequently, therefore, so**:

*He didn't have an antivirus programme, and **as a result**, a virus attacked his computer.*

*TV in the UK will be digital in 2012. **Therefore**, everyone will have to buy a digital receiver.*

*Batteries are too expensive, **so** the computer is powered by solar energy.*

Our writing must be **coherent**. To write up our notes in a natural and coherent style:

- make good notes
- write simple sentences, and join them using linking words and phrases
- use synonyms and pronouns to avoid repetition

Taken and adapted from:

Philpot, Sarah. Academic Skills. Level 2. p.13, 48. Oxford: OUP, 2006. ISBN 978-0-19-471567-6

Remember:

- Do not rewrite the original piece.
- Keep your summary short.
- Use your own wording.
- Refer to the central and main ideas of the original piece.
- Read with who, what, when, where, why and how questions in mind.
- Do not put in your opinion of the issue or topic discussed in the original piece. Often, instructors ask students to put their opinions in a paragraph separate from the summary.

http://homepage.smc.edu/reading_lab/writing_a_summary.htm

In the end a short revision.

☞ **B Fill in the missing verbs in the first part of the text. The verbs indicate important steps in writing a summary.**

circle, divide, find, label, read, re-read, underline, use, write

_____ the article.
_____ the article. _____ important ideas. _____ key terms. _____ the main point of the article.
_____ the article into sections or stages of thought, and _____ each section or stage of thought in the margins.

Note the main idea of each paragraph if the article is short.

_____ brief summaries of each stage of thought or if appropriate each paragraph. _____ a separate piece of paper for this step.

This should be a brief outline of the article.

Write the **main point** of the article. **Use your own words.** This should be a sentence that expresses the **central idea of the article** as you have determined it from the steps above.

Write your **rough draft** of the summary. Combine the information from the first four steps into paragraphs.

!!! Your homework !!!

Choose one of the texts from the file Texts_RCS and read it, write your notes first and then coherent summary of the text - follow the instructions in reading comprehension sheet.

Don't forget



The deadline: 4th November 2012

Upload it to "odevzdávárna" to your lecturer's box.