

# Academic Discourse I

FS101

Discussing How  
To Summarize Information

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# How to Write a Summary

- A summary is a brief synopsis or a restatement of some of the main parts of a book, report, or other piece of information.
- Captures the main points of *something*; the reader does not need to study the original work to understand its points.
- The essential points: the summary reduces the original work's comprehension by about 90% in size.
- When writing; choose only the relevant work to explain in fewer, but meaningful, words. Do not rephrase original work.



# How to Write a Summary

- **Purpose** : What generally is the work about?
- **Essential specifics**: What names, dates, topics, are included in the original work?
- **Scope**: Give some meaning to each of the essential specific facts. What do we care about these things?
- **Results**: What happened in the work?
- **Conclusions and implications**: What is there to learn about this original work?



# How to Write a Summary

- Read the article to summarize to fully understand it.
- Outline the article; note the major points.
- Write a first draft of the summary without looking at the article.
- Always use paraphrase when writing a summary. If you do copy a phrase from the original be sure it is a *very important* phrase that is necessary and cannot be paraphrased. In this case put "quotation marks" around the phrase.
- Target your first draft for approximately 1/4 the length of the original.



# Features of a Summary

- Start your summary with a clear identification of the type of work, title, author, and main point in the present tense.

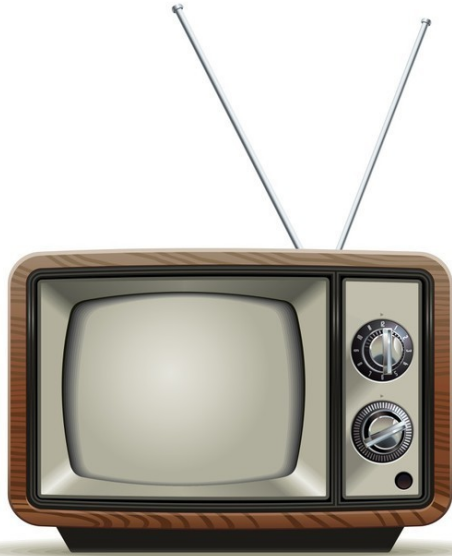
Example: In the feature article "Four Kinds of Reading," the author, Donald Hall, explains his opinion about different types of reading.

- Check with your outline and your original to make sure you have covered the important points.
- Never put any of your own ideas, opinions, or interpretations into the summary. This means you have to be very careful of your word choice.
- Write using "summarizing language." Periodically remind your reader that this is a summary by using phrases such as the article claims, the author suggests, etc.
- Write a complete bibliographic citation at the beginning of your summary. A complete bibliographic citation includes as a minimum, the title of the work, the author, the source. Use APA format.

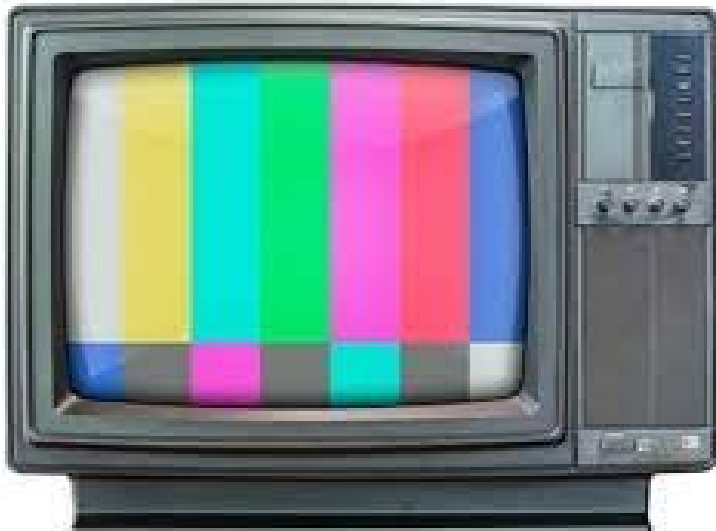


ALLEGHENY  
COLLEGE

# Class Activity



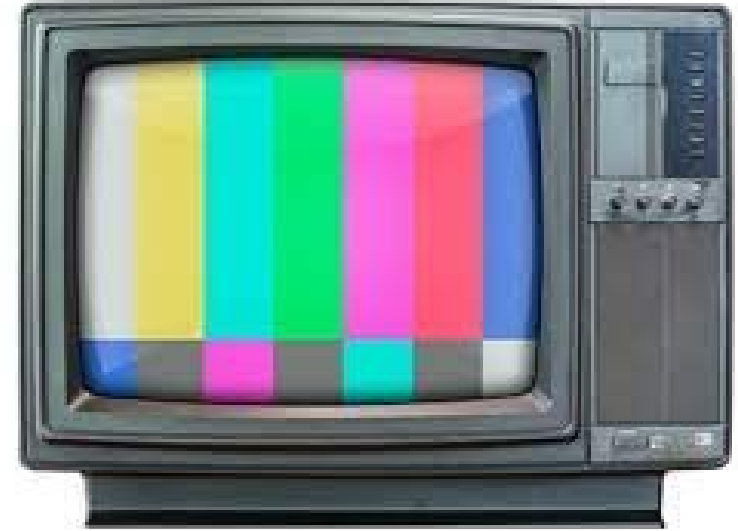
Summarize  
in groups!





# Class Activity

- What was the scene?
- Who was involved?
- What happened?
- What was the goal?
- What conclusions are made?





# One-On-One Advising Meeting During Class time

- Meeting during class time to discuss your registration process
- Come to class on your day, otherwise not necessary
- Bring completed class Four-Year-Planning spreadsheet, have classes already entered into your SelfService
- When not in a meeting with me on your day, please use the class to complete your assignment
- Everyone comes to class on Mondays



# One-on-One Advising Meeting During Class time

- **Wednesday: 27Oct2021**

- Luke
- Batbayasgalan
- Ian
- Jayden

- **Friday: 29Oct2021**

- Sydney
- Faaris
- Cameron
- Darius

# One-on-One Advising Meeting During Class time

- **Wednesday: 3Nov2021**

- Nathan
- Joseph
- Tianming
- Matthew

- **Friday: 5Nov2021**

- Mark
- Inayah
- Nicholas



# Assignment 6:

*Writing assignment:* Summary of an academic article

You are to find an academic article that is relevant to your assignment 5 essay to write a summary. The length of your summary is to be about 200 words.

- **GitHub Classroom Repository.**
  - <https://classroom.github.com/a/y-QjpGTp>
- **Deliverables** (see writing/summary.md of repo)
- See README.md of repository for more details.

**THINK**