

Writing summaries

You will need to write summaries when you want to convey information using a reduced number of words. The purpose in writing a summary is to pick out relevant and important information without changing the emphasis of the original information.

Summaries in business may take different forms. You may need to convey information to someone from sources such as:

- official documents;
- advertisements;
- plans;
- brochures;
- reports.

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Pair work. The text on the right text gives advice on how to write summaries. Read it with a partner and decide:

- which are the five most important suggestions given;
- which suggestions you don't find particularly useful;
- what you would find particularly difficult to do;
- the order in which you would do the task.

GUIDELINES FOR WRITING SUMMARIES

1. Check the instructions again, and then read the passage highlighting the information which you should include in your summary.
2. Compare your draft with the original text: make sure you haven't left out any important information.
3. Read the passage carefully: make sure you understand the topic before continuing.
4. Determine which information is important and which is not.
5. Once you have finished writing your summary, read it carefully to check for grammar, punctuation and spelling mistakes.
6. Prepare a draft of your summary: write basic ideas as simply as possible.
7. Read the instructions carefully: make sure you know what the instructions request.
8. Re-check what you have highlighted to make sure you haven't missed anything important.
9. Use your own words: avoid using the language from the original text.
10. When writing the summary in its final form, try to cut down on the number of words.

