**РЕФЕРИРОВАНИЕ НАУЧНЫХ ТЕКСТОВ**

**Реферат (summary)** (*от лат. «refero», что означает «сообщаю»*) представляет собой краткое изложение содержания источника с раскрытием его основного содержания по всем затронутым вопросам***.*** Он должен дать читателю объективное представление о характере освещаемой работы, изложить наиболее существенные моменты ее содержания. В ходе реферирования всегда выполняются две задачи:

1) выделение основного и главного;

2) краткое формулирование этого главного.

Существует несколько **обязательных характеристик** хорошего реферата**:**

* Оно должно точно и адекватно передавать содержание текста оригинала.
* Оно должно быть кратким и содержать только важную информацию.
* Следует избегать повторений, подробных описаний и примеров.
* Прочитав реферат, человек, незнакомый с оригиналом, должен понять основную мысль первоначального текста.
* Не допускается полное цитирование текста оригинала.
* Допускается изменять порядок предложений, мыслей, структуру текста оригинала с целью сделать реферат более понятным и логичным.
* Объем должен составлять не более 1/3 или 1/4 оригинала.

**План-схема реферата**

1. *Вступление.* Полное название реферируемого текста со всеми выходными данными (автор, издано где, когда, кем, из какого источника). Формулировка основной темы текста.

2. *Основная часть.* Описание основного содержания, проблематики, принципов и методов исследования, специфических характеристик.

3. *Заключение.* Выводы, которые делаются в статье или выводы автора реферата о практической ценности информации, полученной в процессе реферирования.

**SUMMARIZING AUTHENTIC (OR PARTIALLY ADAPTED) PROFESSIONAL TEXTS**

***Plan of your summary***

**Introductory part**

* State the title/headline of the text.
* State the author/authors of the text and the source of information/publication.
* Define the style of the text (narrative, descriptive, directive, expository, argumentative) and its genre (functional style) – official, scientific, publicistic, newspaper/ blog style, belles-lettres style.
* Define the topic and the main idea/purpose of the text.
* Identify the number of parts (not paragraphs) the text can be logically divided into.

**Main part** (analyze each of the identified parts of the text)

* Define the purpose of the part in the text.
* Sum up and present the meaningful information of the part in your words.
* Support your words with some key details from the original text.
* Reveal the logic of the text development.

**Conclusion (inference and evaluation)**

* State your personal opinion/ impression of the text.
* Present your personal view / idea/ problem on the topic.

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| **The plan for rendering the text** | **Some expressions to be used while rendering the text** |
| *1. The title of the article/ text* | The title of the article (text) is …  The title of the article (text) under consideration is  The text is head-lined…  The head-line of the article I’ve read is …. |
| *2. The author of the article/ text: where and when the article/ text was published* | The author of the article/ text is …  The article/ text is written by …  It is (was) published in …  It is (was) printed in … |
| *3. The main idea of the article/ text* | The main idea of the article/ text is …  The article (text) under consideration is about …  The text is devoted to …  The text deals with …  The article touches upon the problem concerning …  The purpose of the article is to give the reader some information on …  The aim of the article is to provide the reader with some material ( data, facts) on … |
| *4. The contents of the article/ text.* | **At the beginning (of the text)** the author describes …; explains …; analyses …; comments on …; characterizes …; underlines … , introduces …  **The article begins with/ The article opens with …** the description of …; a review of …; the analysis of …; the characterization of …;  **Then/ after that/ further on/ next** the author gives a detailed analysis (description) of…  The author examines …  He considers …  The article gives a detailed analyses of …  The text gives a valuable information on …  It shows the advantages and disadvantages of …  According to the text …  It is reported …  It is specially noted …  Details are given of …  Much attention is given to …  It is expected that …  It is pointed out that …  Research has shown that …  Experiments proved that …  … is/are discussed briefly.  … is/are proposed.  … is/are examined.  … is/are discussed.  **To finish with,** the author describes …  **At the end of the article** the author draws the conclusion that …; sums it all up (by saying…)  In conclusion the author … |
| *5. The audience of readers*  ***or***  *Your opinion* | The article is of great help to …  The article is of interest to …  The information may be of interest to …  I found the article (rather) interesting (important, useful) as / because…  I think / In my opinion the article is (rather) interesting (important, useful) as / because…  I found the article too hard to understand / rather boring as / because… |

**An example**

**The article “I can stop stress wrecking your life”**

**The article is headlined** “I can stop stress wrecking your life”. **The author** of the given article is Paul McKenna. The article is **taken from** the popular British newspaper “Daily Mail”.

**The central idea of the article is** about stress’s influence on our life. The author tries to help us solve some problems concerning stress. The article is long and has nine parts. **The first part devotes to** description of the author and his stress-control system. **The second part reveals** the reasons of stress. It can be seen that the most spread reason is body overworking. **The third part points** on the ability to control stress. The next part is about the addicted to stress. The other parts contain some useful prompts to avoid stress and bring it under control or subdue it.

**The main problem discussed in the article** is stress and its consequences, namely serious illnesses. It’s very important for me that this article offers realistic answer to this problem. People should do sports, work less and of course relax.

The author is therapist and his point of view is more medical. So I can’t say that he looks at the problem from different angles. But he tries to analyze some new researches, that’s why **I can characterize this article as argumentative**.

**I think**, this problem touches on not only ordinary people, like workers, doctors and so on, but also their employers. **From my point of view** there should be some relaxing rooms and breaks during working days. It would be a splendid opportunity to satisfy both sides: employer and employee.