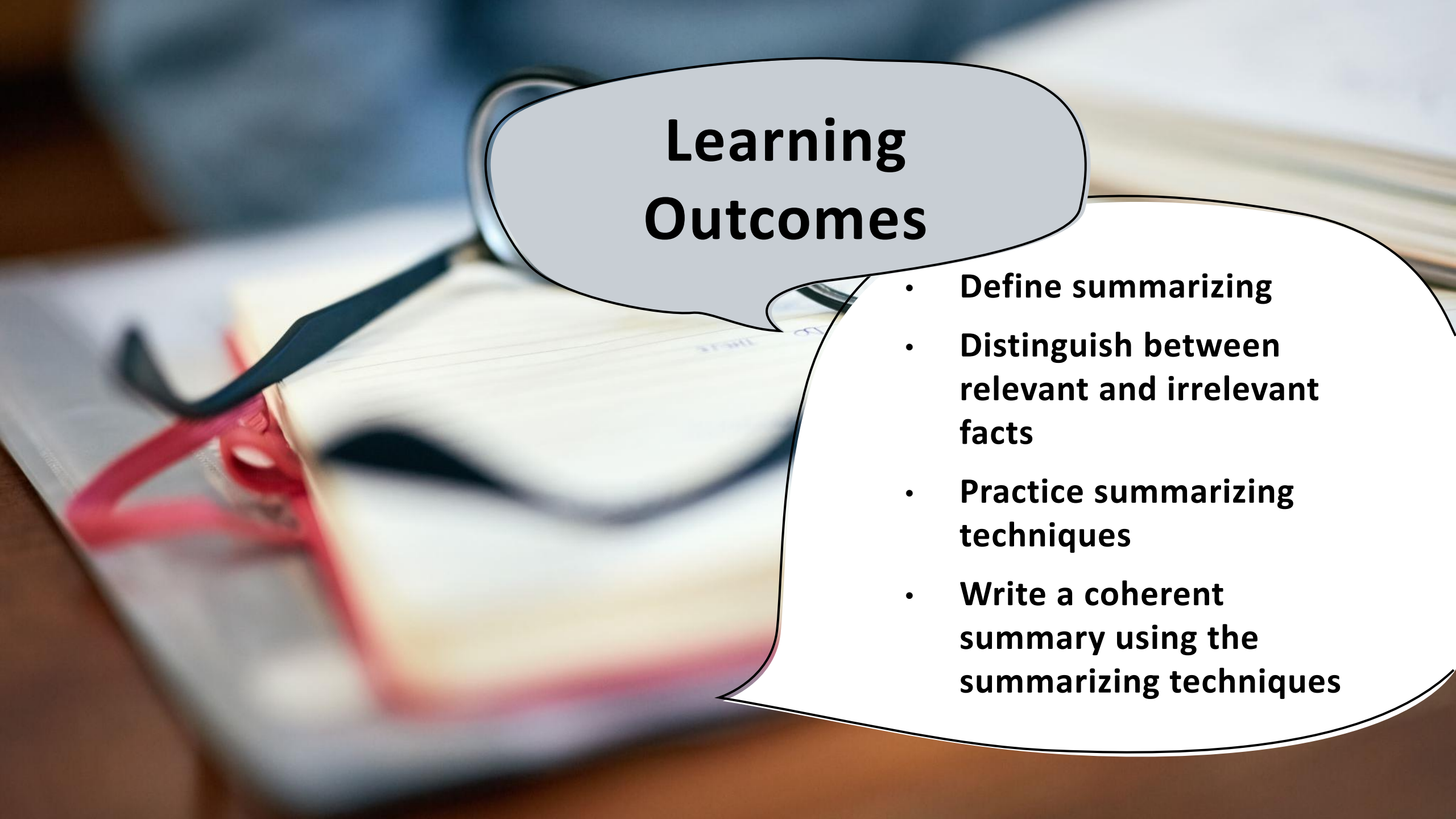


A close-up photograph of a silver ballpoint pen tip resting on a document. The pen is angled from the top right towards the center. A white speech bubble with a black outline is positioned on the left side of the image, containing the word 'Summary' in bold black text. The background shows blurred lines of text on the document.

**Summary**



# Learning Outcomes

- Define summarizing
- Distinguish between relevant and irrelevant facts
- Practice summarizing techniques
- Write a coherent summary using the summarizing techniques

**What is a  
summary?**

**A concise/brief account of an  
original piece of writing ( a  
research article, a book chapter,  
web article etc.)**

# Summary vs Paraphrase

Main points	All the points
No Simplification of the original	Simplification of the original
Shorter than the original	Almost the same length

# Why should you learn how to summarize?

Required when  
writing project  
reports/essay-type  
assignments

Required when  
incorporating ideas  
from your  
reference materials

Required when making  
presentations  
(university/workplace)

# Skills needed for summarizing

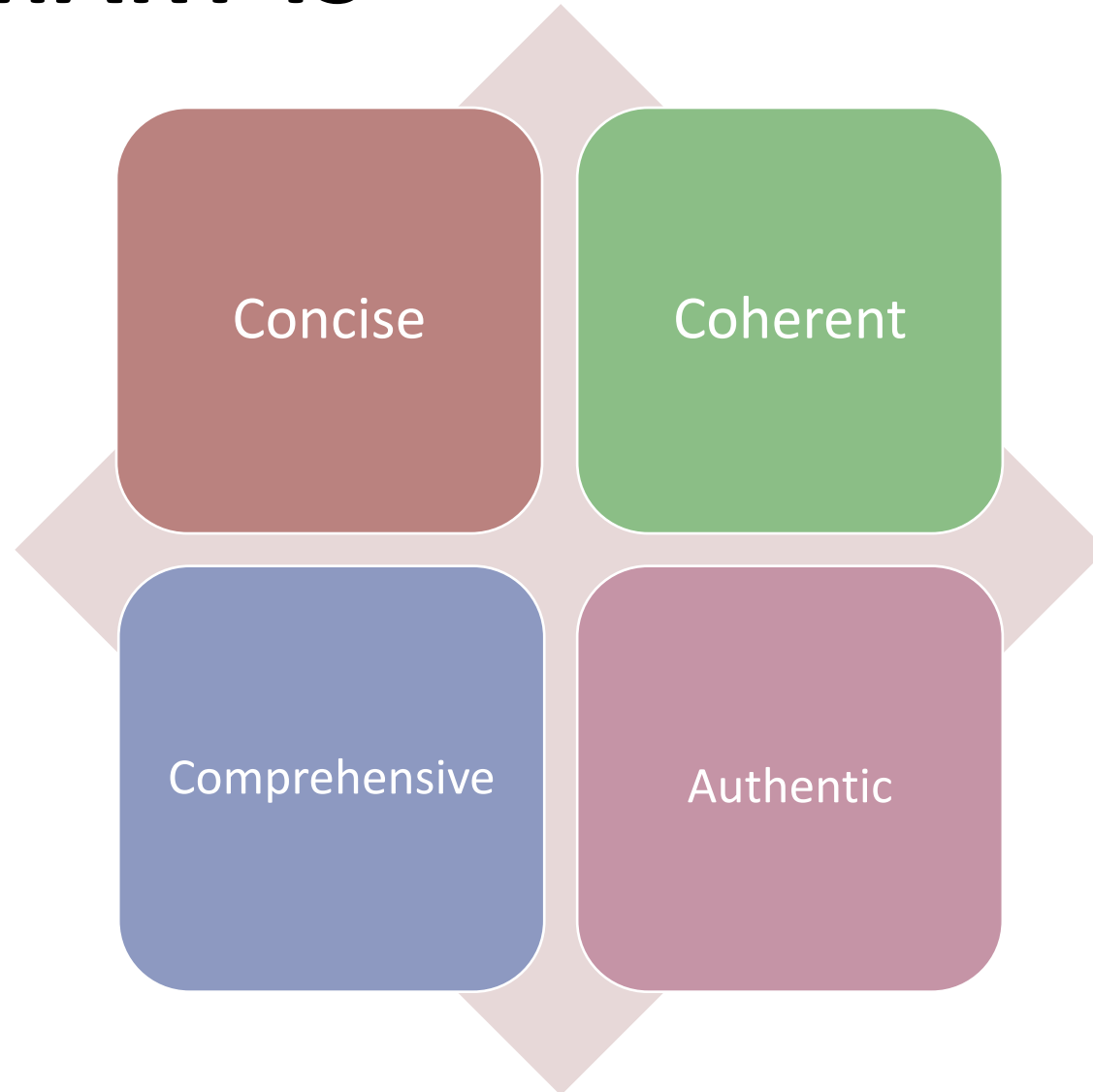


Reading comprehension skill



Rearrange the word order, use synonyms and other word forms

# A GOOD SUMMARY IS



# Steps to be followed



Read the original text and understand the content ( read several times)



Locate the important ideas/Distinguish between main and subsidiary information



Delete most details and examples, unimportant information, anecdotes, examples, illustrations, data, etc.



Make notes and write your first draft using the notes



Double check with the original and finalize your summary



what to include  
and what to  
exclude



The amphibia, which is the animal class to which our frogs and toads belong, were the first animals to crawl from the sea and inhabit the earth.

The first animals to leave the sea and live on dry land were the amphibia.

# Techniques

Find synonyms or alternative phrases for words in the original

Example: Elon Musk is internationally known for his entrepreneurial ventures.

Elon Musk is known worldwide for his entrepreneurship.

**Change the structure of the text. This includes:**

changing adjectives to adverbs and nouns to verbs

He is a good student.

He studies well.

His death was tragic.

He died tragically.



## Nouns into verbs



Education is the best gift for children.



Educating children is the best gift one could give them.



The new manager was good at providing motivation for the staff.



The new manager motivated the staff well.

# TECHNIQUES

Reduce complex sentences to simple sentences

Examples:

- It is undeniable that most non-native learners of English experience a number of problems in attempting to master the phonetic patterns of the language.
- *Many learners find English pronunciation difficult.*

## COMBINE SIMPLE SENTENCES INTO COMPLEX SENTENCES

Smart phones are quite useful.  
Some teenagers are addicted.  
This can cause health hazards.



Even though smart phones are quite useful, they can cause health hazards as teenagers are addicted to them.

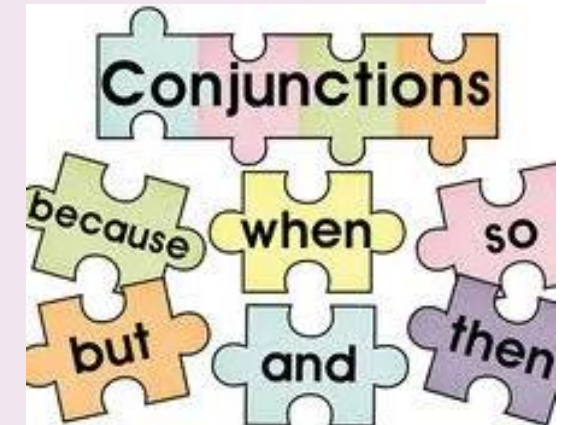
# USE APPROPRIATE CONJUNCTIONS TO ENHANCE COHERENCE

I was late to school. **Then** I missed the usual bus.

I was late to school **because (better option)** I missed the usual bus.

He needed money **for** paying expenses.

He needed money **so (better option)** he could pay expenses.



To avoid plagiarism ( use your own words)

To use your own writing style

To cite your sources

Not to misinterpret the original

Not to incorporate your ideas







WATCH THE  
FOLLOWING VIDEO  
AND WRITE A  
SUMMARY. (150  
WORDS)

<https://www.youtube.com/watch?v=hx4NNTYb85c>



THANK YOU!