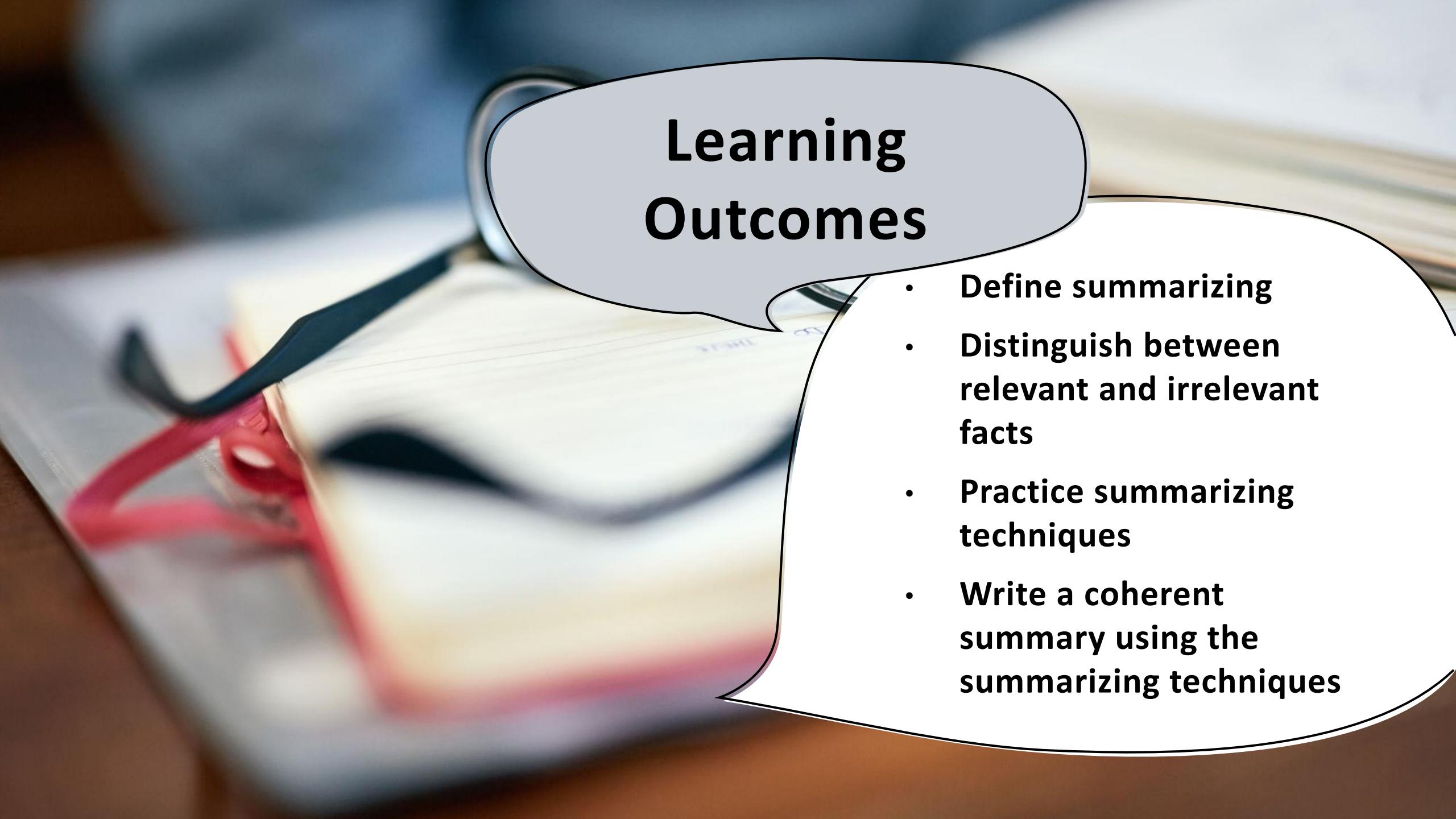


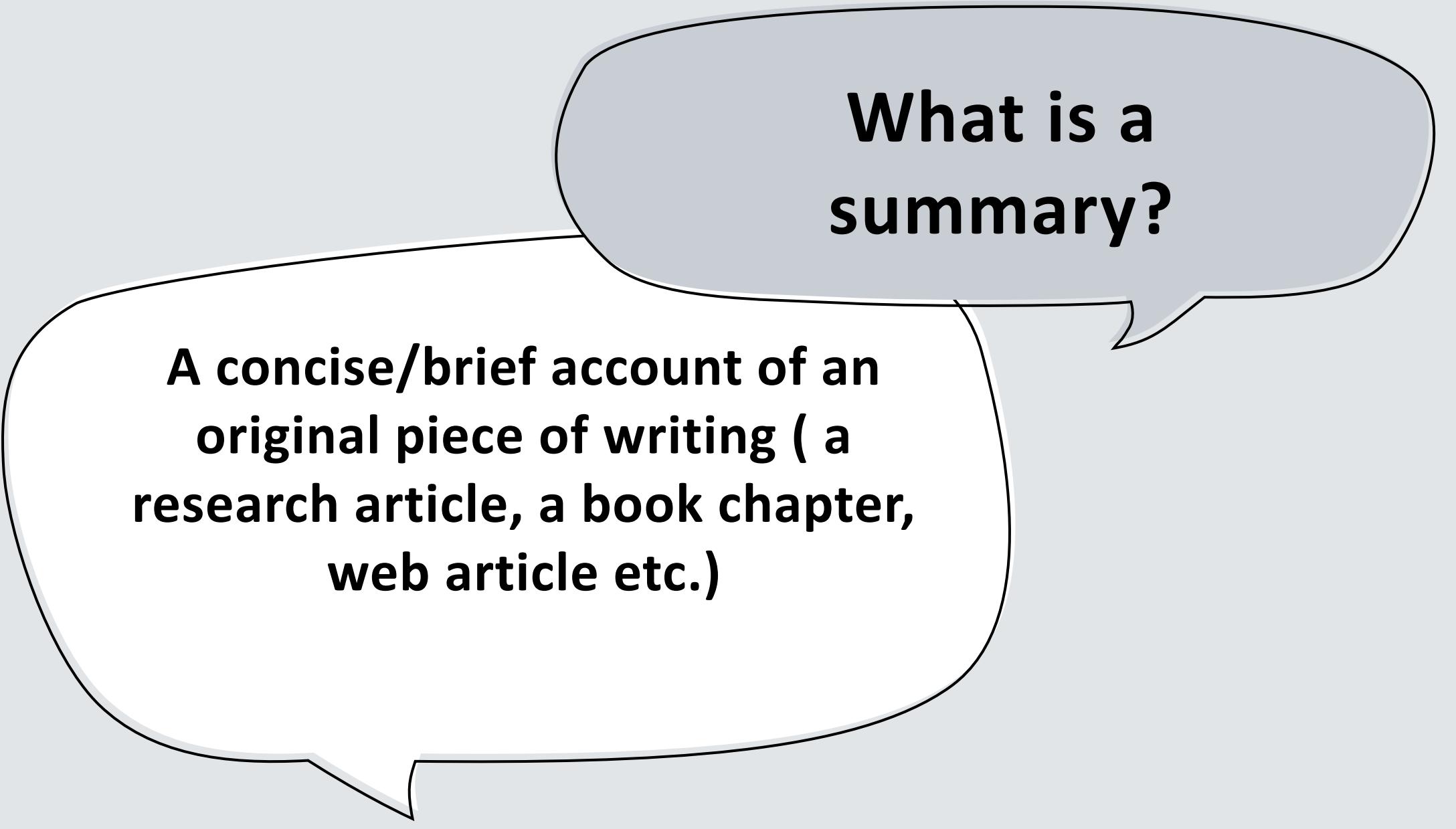


Summary



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

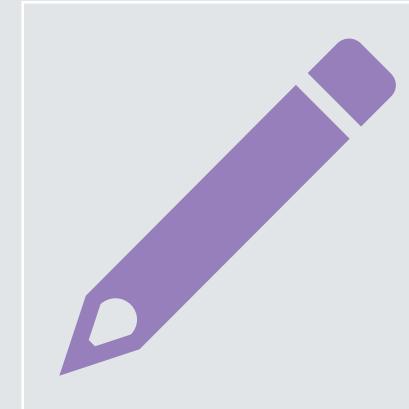
Required when incorporating ideas from your reference materials

Required when making presentations (university/workplace)

Skills needed for summarizing

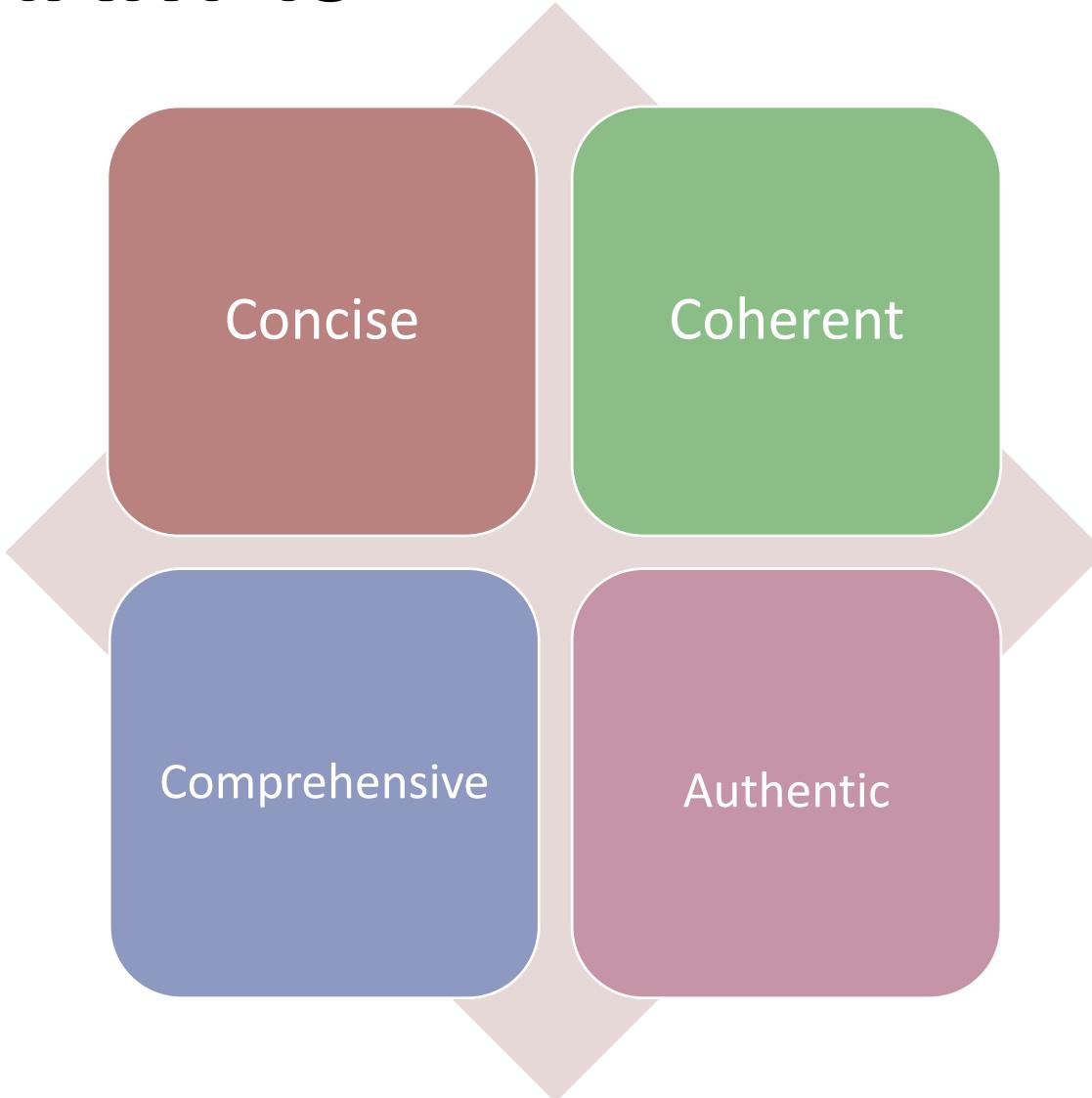


Reading comprehension skill



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



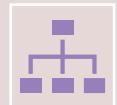
Education is the best gift for children.



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.

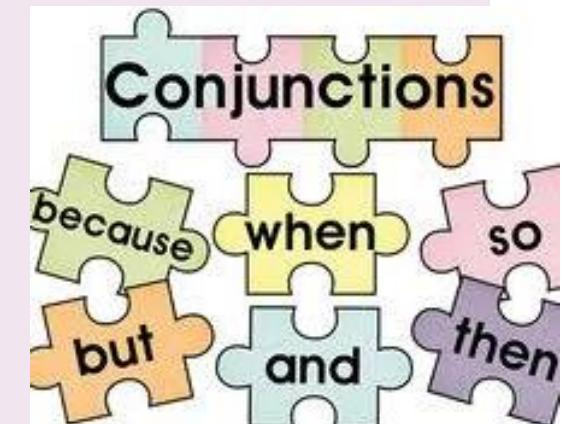
USE APPROPRIATE CONJUNCTIONS TO ENHANCE COHERENCE

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!