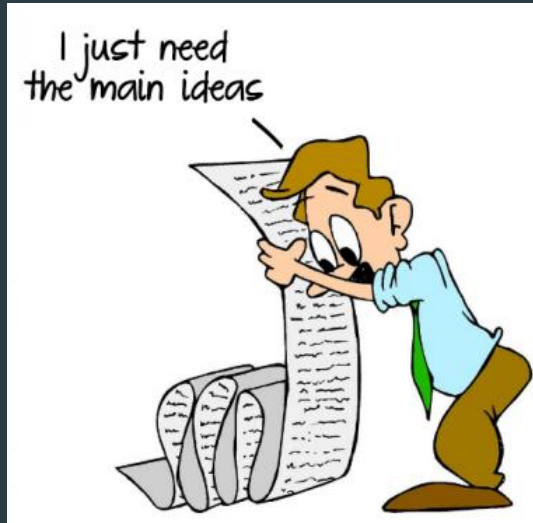


Summarizing

► What is a summary?

A brief statement or account of the main points of something.

(source: <https://en.oxforddictionaries.com/definition/summary>)



Points to help you summarize

1. Make sure you understand the original text.
2. Think about your purpose in using this text. What is your purpose in writing your summary?
 - ▶ Are you summarizing to support your points? or
 - ▶ Are you summarizing so you can criticize the work before you introduce your main points?
3. Select the relevant information. This depends on your purpose.
4. Find the important ideas (words and phrases) and mark them in some way or list them elsewhere.
 - ▶ Distinguish between main and subsidiary information.
 - ▶ Delete most details and examples, unimportant information, anecdotes, examples, illustrations, data, etc.

5. Find synonyms or alternative phrases for those words (a thesaurus would help). You do not need to change specialized vocabulary.
6. Change the structure of the text. This includes:
 - ▶ changing adjectives to adverbs and nouns to verbs
 - ▶ breaking up long sentences and combining short sentences
 - ▶ identifying the relationships between words and ideas and expressing them in a different way. (Be careful you do not change the meaning.)
 - ▶ Use conjunctions and adverbs such as 'therefore', 'however', 'although', 'since', to show the connections between the ideas

Make sure:

- ▶ your purpose is clear
- ▶ you have not copied any text (unless you are quoting)
- ▶ you do not misinterpret the original
- ▶ the length of your text is shorter
- ▶ the style of writing is your own
- ▶ you acknowledge other people's work.

ORIGINAL TEXT (103 words)	ACCEPTABLE SUMMARISED TEXT (31 words)
<p>“For most people, writing is an extremely difficult task if they are trying to grapple in their language with new ideas and new ways of looking at them. Sitting down to write can be an agonising experience, which doesn't necessarily get easier with the passage of time and the accumulation of experience. For this reason you need to reflect upon and analyse your own reactions to the task of writing. That is to say, the task will become more manageable if you learn how to cope with your own particular ways avoiding putting off the moment when you must put pen to paper” (Taylor 1989, p. 3).</p>	<p>Inexperienced and even skilled writers can feel a great deal of anguish when faced with writing tasks; however, this response can be managed by recognising and coping with personal avoidance strategies (Taylor, 1989, p. 3).</p>

Source:

https://www.une.edu.au/__data/assets/pdf_file/0003/13458/WE_Paraphrasing-and-summarising.pdf

1 The itsy bitsy spider
Climbed up the water spout
Down came the rain and
Washed the spider out
Up came the sun and
Dried up all the rain
And the itsy bitsy spider
Climbed up the spout again.

A spider fell but got up again.

2

**Humpty Dumpty
Sat on a wall.
Humpty Dumpty
Had a great fall.**

**All the King's horses
And all the King's men
Couldn't put Humpty
Together again.**

An egg fell and was irreparably broke.