

# The Summary

**The summary is a short account of something giving the main points but not the details.**

A good summary should:

- cover all the author's major supporting ideas;
- omit illustrations, descriptions and detailed explanations;
- omit all personal ideas or interferences, let the reader know that you are reporting the author's ideas;
- indicate the author's purpose in writing: to inform, to persuade, or to entertain. If the passage is a persuasive piece, report the author's bias or position on the issue.

Should have:

Introduction, Body, Conclusion.

The format:

No paragraphs

The length:

1/3 which is 5-8 sentences.

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## 1. Introduction

Begin your summary with the title + authors and opening phrases like:

- The text is about...
- The author of this text tells us...
- In this text is spoken about...

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## 2. Body

Use reporting words like:

starts with, says, tells, states, mentions, suggests...

The author:

invokes, asks, informs, refers, continues with, concludes...

Linking:

- To indicate a change of direction, e.g. however, although, nevertheless
- To indicate a continuation of ideas, e.g. in addition, also, furthermore

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### 3. Link Words

Use link words and transitional expressions, such as logical connectors:

as long as, in order that, due to.

**Cause:** therefore, because, so, according, because of this, as a result, thus.

**Condition:** in that case, under these conditions, unless, even if, providing that, whether or not, only if, otherwise.

**Contrast:** (even) though, although, in spite of the fact that, while, whereas, however, nonetheless, nevertheless, on the one hand, on the other hand, in contrast, but anyway, but still, yet still.

**Comparison:** in the same way, similarly, in fact, actually, as a matter of fact, likewise.

**Sequence:** also, in addition, additionally, moreover, furthermore, besides this, then, next, subsequently, afterwards, as a result, eventually.

**Exemplifying:** for example, in fact, for instance, to illustrate this (that), to highlight, in detail, especially, notably, mainly.

**Summarize:**

in brief, in conclusion, in short (terms), in simple terms, in other words, on the whole, finally.

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### 4. Third Person Narration

Do NOT use opinion phrases:

I think, I guess, in my opinion, I suppose...

Do NOT use personal pronoun "I".

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### 5. Only the most relevant details

## Introduction

In (title), author (author) discusses (topic).

In (title), (author) explains the principles of (topic).

(Title) offers a detailed and practical introduction to (topic).

(Title) is a detailed account of (topic).

(Title) is an essential guide to (topic).

(Title) is a classic handbook on (topic).

## Content

(Author) provides the reader with (details).

(Title/Author) shows how to (details).

(Author) begins by explaining how ...

Then (author) ...

Chapter (number) focuses on (details).

The (number) chapters/sections of the book encourage (aim) through a series of steps: (steps/details)

# The Essay

**An essay is a short piece of writing or a composition on a particular subject.**

A good essay is:  
focused, logical, clear, well structured, deeply argumentative.

The essay structure:  
Introduction - 1 paragraph;  
Body - 3 paragraphs;  
Conclusion - 1 paragraph.

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## Introduction

The function of the introduction is to serve as the map of the essay, outlining the main argument and points which you develop in your essay.  
Introduction is actually leading the reader into the topic.

A thesis is a statement or opinion that you will defend in the course of your paper. It establishes the subject's purpose.

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## Body paragraphs (2-3)

Some points:

Body paragraphs break into parts that you are going to discuss in the essay.

The body:

- explains the thesis in a more detailed way;
- raises possible problems;
- answers and defends them.

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## Conclusion

Your conclusion restates your thesis and leaves the reader with relevant final thought. The conclusion summarizes what has been said in the body.

You should not use slang or informal language.

If your audience has the basic understanding of your topic, it does not need simple terms explained to them.

Omit "I" phrases like "I believe", "I think", because it is assumed that an essay represents your own ideas and opinions and "I" phrases in this case are useless fillers.

Avoid rhetorical questions.

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## Essay writing tricks:

It is  
important/true/necessary/essential  
to  
remember/keep in mind/point out/consider  
that ...

The first thing / first of all.  
We have / we would like to consider that...  
It is to be considered that...  
It is said/mentioned/stated/declared that...  
It is a fact that / there is no doubt that...  
The first/second reason why is...  
The further evidence is/it is...