

or any information. A summary tells the most important facts

only the facts that people want to hear. In a job interview, you talk

When you introduce yourself,

you give a summary. You tell



about your education and

With new friends, you can talk about your hobbies



work experience.

Hobbies Interests

If you give too much information, it is not a summary. A summary gives enough information to understand the main TOO MUCH INFORMATION IS NOT A

Too much information

A summary is short. A summary is much shorter than the original text. If the original text is one paragraph, a good summary is only one or two sentences. If the original text has many paragraphs, a good summary is only one paragraph.

A summary tells the

main idea.

A summary tells the main idea.

A summary also tells important facts and supporting ideas. Titles are useful for understanding the main idea. However, a title is not a summary. A summary uses complete sentences.

A summary uses different words. A summary uses different words from the original text. When you write a summary, use your own words. Use

synonyms. Synonyms are different words that have the same meaning. Examples of Synonyms easy = simple

= difficult

= quick

great = terrific

Most common words in the English language have synonyms. A thesaurus can help you find good synonyms. Word Web Online is a useful thesaurus.

LINK

hard

fast

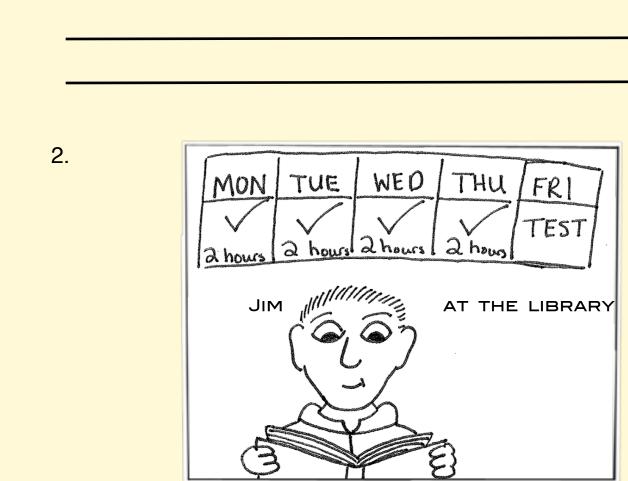
http:// www.wordweb online.com

SUMMARY WARM UP A summary is like describing a picture in one sentence. Look at each picture. Decide what is happening. Write one sentence to describe each picture.

MON TUES | WEO THU | FRI Sketches are placeholders. Replace with real photos. all markets of the state of the

1.

GREG



MON

GREG

TUE

MON

WED

AT HOME

TUE

WED

THU

FR

MON THE WED THU FRI

TUE WED THU

THE WED

MON

FOR WRITING A SUMMARY

RECALL IDEAS

Read the following story and practice

Janet has an important job interview. The job is a manager position. She is feeling very excited. She is also very nervous. Janet prepares for the interview. She practices interview questions everyday. She learns about the company. Janet is dressed her best. She knows looking professional is important. She wears a business suit. She has nice shoes and her

suit. She has nice shoes and her hair is neat. The interview goes well. Janet answers the questions

well. Janet answers the questions directly. She gives good examples. She smiles and acts confidently. She also asks good questions. After the interview, Janet sends a thank you email. She thanks the company for the interview. Janet hopes she will get the job.

MOVIE

THU FRI

THU

4.

5.

JIM

Now read the original text.

Friday.

Jim and Greg have a big test on

Jim studies for four days in the

library. He studies for two

For three days, Greg doesn't

study. He watches TV and

hours everyday.

relaxes.

3.



On Thursday night, Greg starts

forgets what he learned.

1. READ

Read the text. You

need to understand

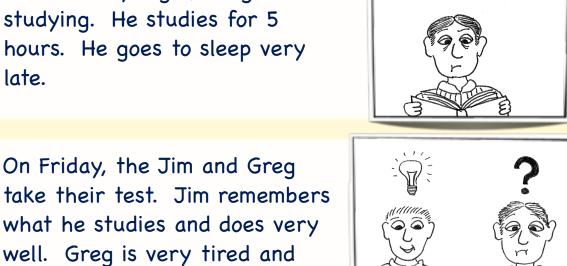
the main idea.

2. RECALL

PRACTICE

1. Read

2. Recall



Compare your sentences with the original text. Did your

sentences tell a similar story? If so, you wrote a good summary!

Don't look at the text. Remember as many facts as you can. If you are studying with someone, tell them about what you read. 3. REWRITE Rewrite the most important information in your own words. Include facts or ideas that support the main idea. Your writing should be much shorter than the original text.

writing a summary.

Janet has an important job interview. The job

is a manager position. She is feeling very excited.

She is also very nervous. Janet prepares for the

everyday. She learns about the company. Janet is

dressed her best. She knows looking professional is

important. She wears a business suit. She has nice

confidently. She also asks good questions. After the

shoes and her hair is neat. The interview goes

well. Janet answers the questions directly. She

interview, Janet sends a thank you email. She

thanks the company for the interview. Janet

Remember as many facts as you can. Don't look at the text.

Now, look at the text. Look at the topic (beginning) and concluding

Janet has an important job interview. The job

CONCLUDING SENTENCE

A good concluding sentence restates the main idea of a

next paragraph.

paragraph. A good concluding

sentence can also introduce the

gives good examples. She smiles and acts

hopes she will get the job.

RECALL IDEAS

(final) sentences. What is the main idea?

**TOPIC SENTENCE - The** topic sentence introduces the

is not always the first sentence

main idea. The topic sentence

thanks the company for the interview.

Main Idea: Janet has an important interview for a job she

What are the supporting ideas? A T-chart can help you organize

example. Add the missing supporting ideas or details to each T-

the supporting ideas and details. The first one is done as an

Janet hopes she will get the job.

hopes to get.

Supporting Idea

Janet is dressed her best.

Supporting Idea

Supporting Idea

Short

Sample Summaries

Main Idea

Different Words

interview. She practices interview questions

in a paragraph.

chart.

interview.

**Details** Supporting Idea She practices interview Janet prepares for the questions everyday. She

learns about the company.

**Details** 

**Details** 

directly. She gives good

examples. She smiles and

acts confidently. She also

**Details** 

asks good questions.

Janet answers the questions

	After the interview, Janet sends a thank you email.
	help you start, write just the main idea and the supporting eas.
	Main Idea: Janet has an important interview for a job she
	hopes to get.
	Supporting Idea #1: Janet prepares for the interview.
	Supporting Idea #2: Janet is dressed her best.
	Supporting Idea #3: The interview goes very well.
	Supporting Idea #4: After the interview, Janet sends a
	thank you email.
3. Rewrite Remember the keys to writing a summary.	

be one or two sentences.

Your summary should be short. The original

include all of the supporting ideas.

possible.

Janet has a good job interview because she prepares well.

Janet gets ready for an important job interview. She

Janet wants an important job. She prepares for the

Janet prepares for a job interview. She does very well

Conclusion

A summary is shorter than the original text. A summary tells the

main idea and the most important facts. A summary uses your

practices questions and learns about the company.

text is one paragraph, so your summary should

Decide which supporting ideas and details

are the most important. You don't have to

Use your own words as much as

All of these sentences are good summaries. The details are different, but the main idea is clear.

own words.

interview by practicing.

because she acts professionally.