**Lesson5 : Writing a Summary**

**Rule:**

 A summary must be presented in a form of a paragraph.

 The original text should be reduced to at least (½) of its length.

 It should be presented in a neutral objective way.

 The summary should cover the meaning of the original text.

**Steps to follow:**

1. After a close reading of the text, try to divide it into sections.

2. In each section, select both the main and supporting ideas.

3. Do not include minor details and the unnecessary explanations.

4. In yours own words reformulate the main and supporting ideas to have meaningful sentences.

5. Avoid repeating the same words from the original text; instead use synonyms, paraphrasing.

6. Make sure that your paragraph is coherent and the ideas are related.

7. Make use of the learning material of your classroom: tools of concession, types of sentences..etcs.

**Note:** Repeating the exact same words is not considered to be a summary.

**Sample:**

Nowadays technology has brought a lot of changes to our life, especially in education and communication. In communication, the major changes happen in the way we communicate with other people. We do not need to meet them in person or face to face to say what is in our mind. We simply can phone them or do video chat using Internet connection. In the past, we spent a long time to travel to a distant place, but now we just need hours or even minutes to go there using the latest technology in a form of transportation means. In education, the changes have brought advantages to students and teachers. For instance, students can do their homework or assignment faster because using Internet. The teachers also get some advantages from it. They can combine their teaching skill with it and produce some interesting materials to teach like colorful slides to deliver the lesson and animation to show how things happen. In conclusion, technology itself has given us advantages to improve our life’s quality.

**Summary:**

Recently technology has brought radical changes to our daily life. At the level of communication, it helps reduces time and distance. At the level of education, It increases both the learner’s productivity and the teacher’s innovative teaching methods. In short, technology is the fuel to our development.

**Notes:**

* **We have reformulated only the main central ideas highlighted in green.**
* **Useless explanations and examples were omitted.**
* **We make sure to link between the produced ideas.**
* **Excessive use of synonyms gives insight into the core target of the summary while preserving the meaning of the original text.**