

SUMMARIZING AUTHENTIC (OR PARTIALLY ADAPTED) PROFESSIONAL TEXTS

Plan of your summary:

Introductory part

State the title/*headline* and the subtitles/*subheads* (if any) of the text.

State the author/*authors* of the text and the source of information/*publication*.

Define the style of the text (publicistic, formal/official, scientific) and its genre (news story, feature article, contract, business agreement, regulation, normative act, technical documentation, application letter, etc.).

Define the topic and the main idea/purpose of the text.

Identify the number of parts (*not paragraphs!*) the text can be logically divided into.

Main part

Analyze each of the identified parts of the text:

***Analysis of the text
structure and content***

- define the purpose of the part in the text,
- sum up and present the meaningful information of the part in your own words (paraphrase it),
- support your words with some key details from the original text (evaluate and describe the trends, statistical data, etc.),
- reveal the logic of text development (use linking and transition words and phrases to illustrate how ideas and facts relate to one another).

***Inference and
evaluation***

Make your own conclusion and state your position relating to the information presented in text by (choose from the list below, or suggest your own variant)

- evaluating its relevance (for target audience or local context),
- comparing/contrasting the situation and data described in the text with/to those in your immediate context/your country/ the world,
- predicting how the situation or events described in the text may develop in the future,
- supporting the author's conclusion/ disagreeing with the author's conclusion (provide your arguments).