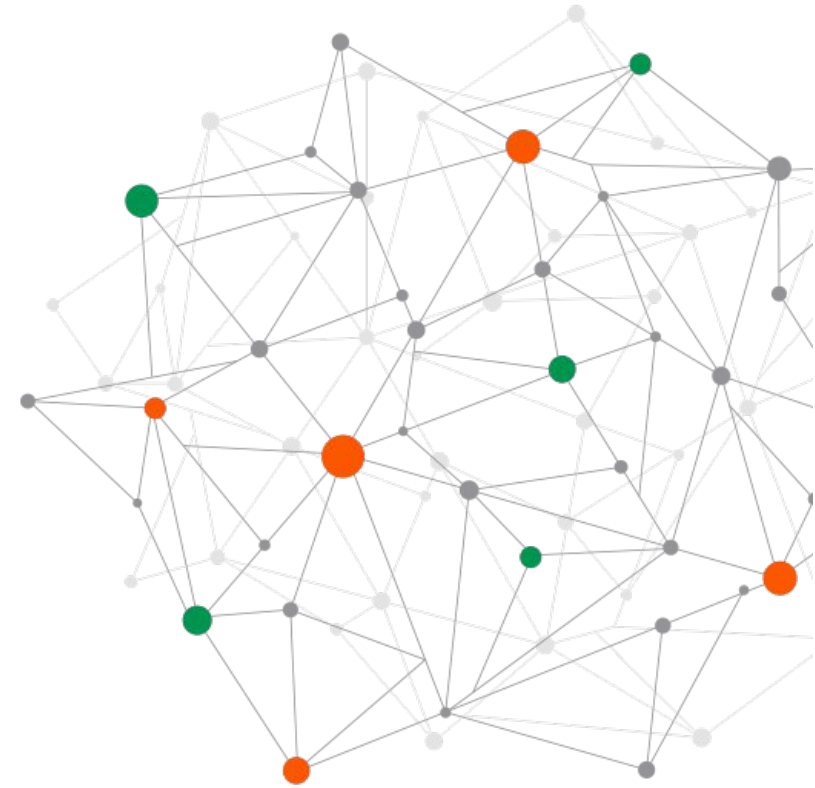


Rational Recap Summarizing

Presented by: Team TalentSprint





Topics to be Covered

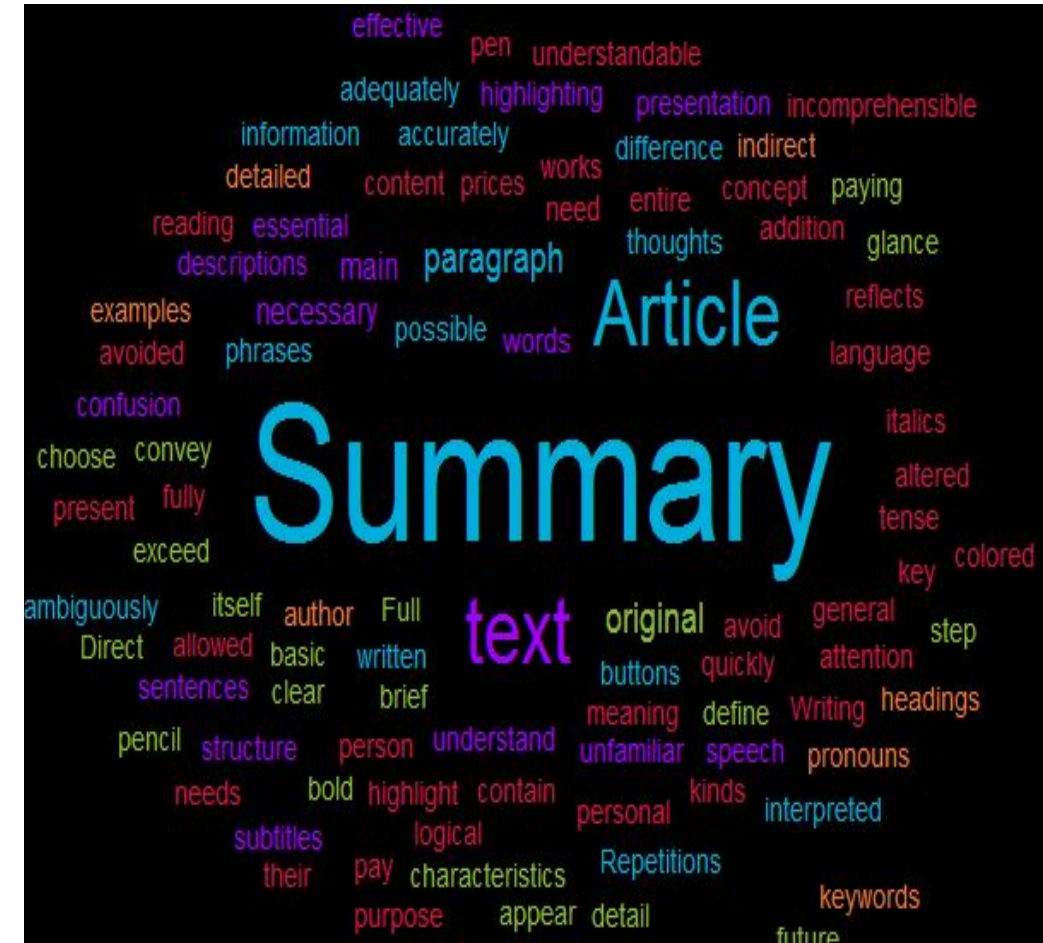
- What is summarizing?
- When to summarize?
- How to summarize?
- Write summary





What is Summarizing?

- Summarizing is a concise overview of the main points in your own words.
- It is always much shorter than the original text, about one-fourth of the given text.
- It should have the main idea of the text.
- No new points or examples should be added.



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When to Summarize?

You need to summarize to

- Show you've understood the material as stand-alone assignment
- Establish the background or give an overview
- Keep notes that help you remember what you've read.
- Determine the main ideas





How to Summarize?

Read the text:

- Scan the article quickly to get a sense of its topic and overall shape.
- Read the article carefully, highlighting important points and taking notes as you read.
- Skim the article again to confirm you've understood the key points, and re-read any particularly important or difficult passages.





Summarizing Made Easy- 5 Steps

- Read the given text
- Identify the keywords
- Make relevant sentences using the keywords
- Check for redundancy- examples and data are not needed
- Check for conciseness





Few Tips to Help Read the Text

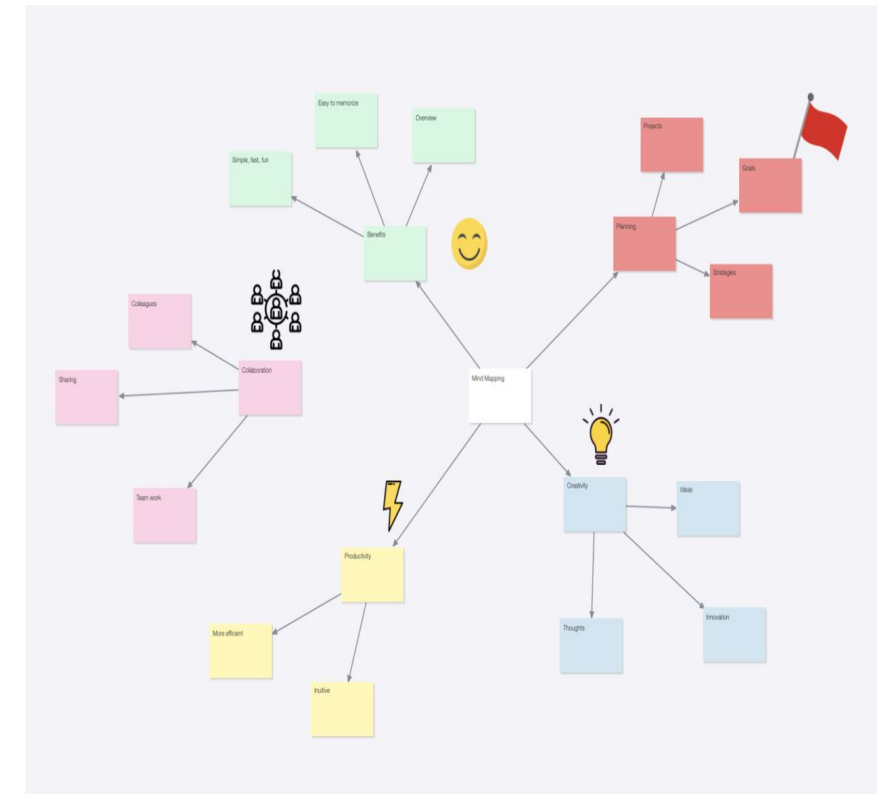
- Start by reading the abstract—this contains the author's own summary of their work, and it tells you what to expect from the article.
- Pay attention to headings and subheadings—these give a good sense of what each part is about.
- Read the introduction and the conclusion and compare them: what did the author set out to do, and what was the outcome?





Break the Text in Sections

- To make the text manageable and understand its sub-points, break it in smaller parts.
- If it is a scientific paper that follows a standard empirical structure, it will be organized in clearly marked sections, including introduction, methods, results, discussion etc.
- Other articles types may not be explicitly divided into sections. Most will be structured around a series of sub-points or themes.

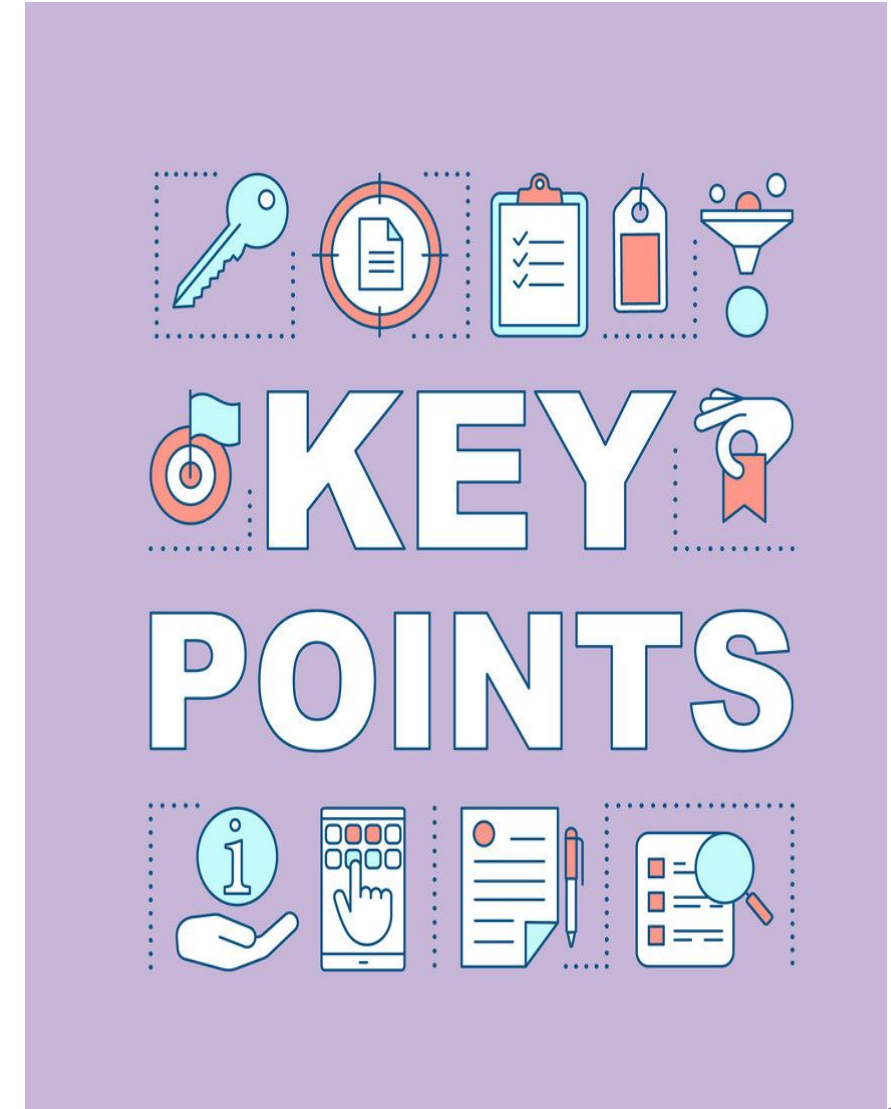




Identify Key Points in Each Section

Now it's time go through each part and pick out important points:

- What does your reader need to know to understand the overall argument or conclusion of the article?
- Remember summary does not involve paraphrasing every paragraph. Your goal is to extract the essential points, leaving out anything that can be considered background information or supplementary detail.





Write the Summary - “The Northern Lights”

There are times when the night sky glows with bands of color. The bands may begin as cloud shapes and then spread into a great arc across the entire sky. They may fall in folds like a curtain drawn across the heavens. The lights usually grow brighter, then suddenly dim. During this time the sky glows with pale yellow, pink, green, violet, blue, and red. These lights are called the Aurora Borealis. Some people call them the Northern Lights. Scientists have been watching them for hundreds of years. They are not quite sure what causes them. In ancient times people were afraid of the Lights. They imagined that they saw fiery dragons in the sky. Some even concluded that the heavens were on fire.



Example of a Summary

The Aurora Borealis, or Northern Lights, are bands of color in the night sky. Ancient people thought that these lights were dragon on fire, and even modern scientists are not sure what causes them. Ancient people considered them to be dragons or fires in the sky.



Thank You



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