



**CHANDIGARH**  
**UNIVERSITY**

Discover. Learn. Empower.

# **University Institute of Liberal Arts and Humanities**

Course Name: Communication Skills

Course Code: 20UUCT-141/191

Faculty Name – Ms Baljinder Kaur



**SUMMARIZING**

**DISCOVER . LEARN . EMPOWER**

# COURSE OBJECTIVES

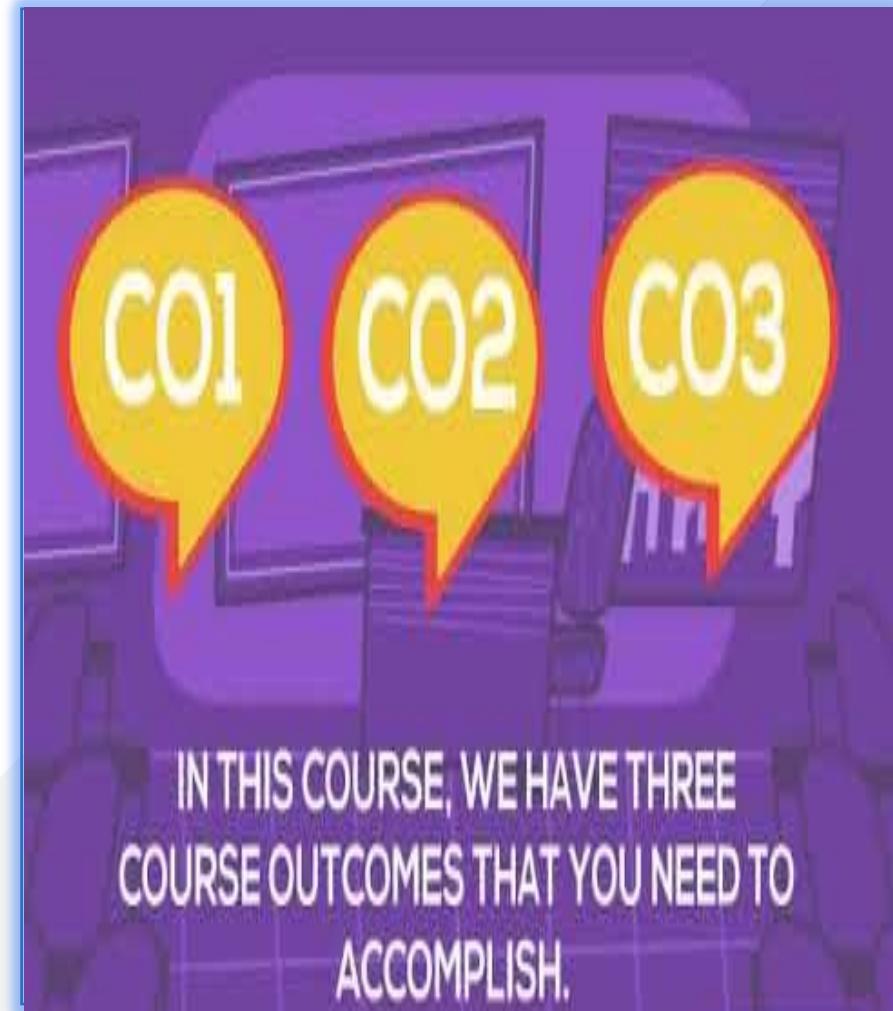
The Course aims to:

1	<b>Augment students overall communication and interpersonal skills by making them realize the importance of good oral and written English Language in professional life.</b>
2	<b>Enrich their reading capability with special emphasis on expanding vocabulary and grammatical formations.</b>
3	<b>Build exceptional speaking and writing skills by correcting grammatical errors and pronunciation through practice.</b>

# COURSE OUTCOMES

On completion, the students are expected to

CO Number	Title	Level
CO1	Produce correct contextual written text and speech in a wide range of communication situations.	Apply
CO2	Write original short compositions, in the form of paragraph writing, business correspondence, blogs etc. through logical support and argument.	Analyse
CO3	Demonstrate linguistic competence through accuracy in grammar, pronunciation and vocabulary.	Apply

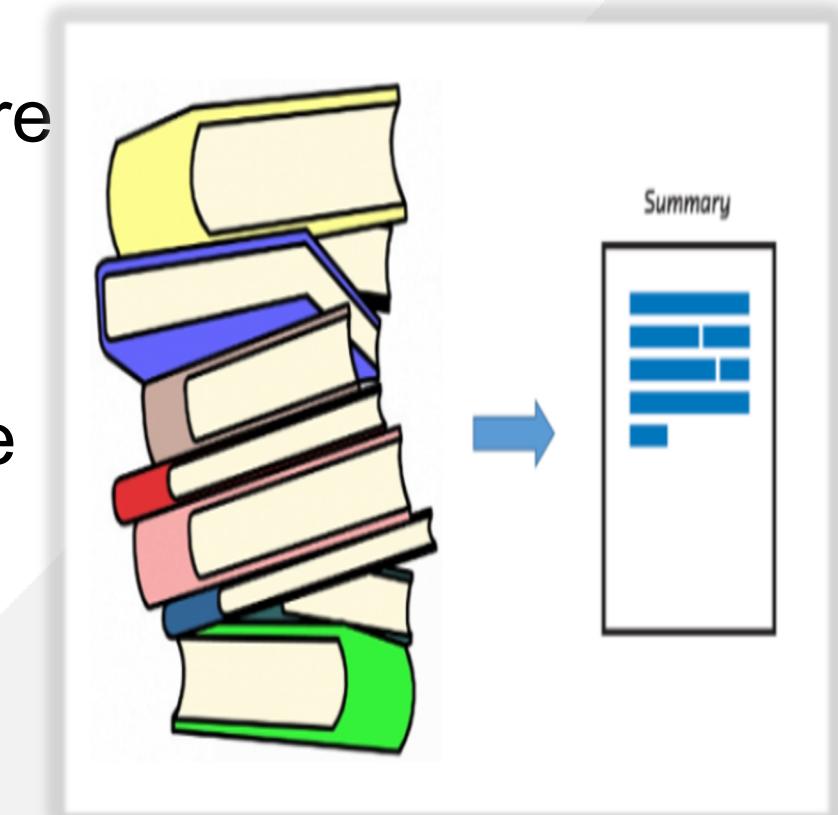


# Summarizing

## Definition:

A summary is a brief overview of an entire discussion or argument. It summarizes a whole research paper or conversation in a single paragraph. A summary gives the reader a condensed account of the main ideas in a text.

**Let's discuss the difference between summarizing and paraphrasing.**



# Difference Between Summary and Paraphrasing

SUMMARY	PARAPHRASING
Summarizing is when you use your own words to draw out the key points of the original text, significantly reducing its length.	Paraphrasing is when you put the ideas of another author into your own words.
A brief restatement of the content of a passage, focusing on the central idea.	A precise restatement of the written or spoken words of someone else.

# Difference (Cont....)

SUMMARY	PARAPHRASING
A summary can be selective. You can omit ideas that do not pertain to your purpose for summarizing as long as the omission is not a distortion of the meaning.	A paraphrase is specific and should not be selective. Since a paraphrase normally deals with a very specific portion of a text, the paraphrase should include all the elements of that portion.
A summary is much shorter than the original passage.	A paraphrase is roughly the same length, and even sometimes a bit longer, than the original passage.

# Difference (Cont....)

SUMMARY	PARAPHRASING
A summary is in your own words, but some key words can be changed.	Paraphrase the words and the sentence structures of the original passage can be changed.



# Important Points

Summary reports accurately and objectively what the original author has said. It addresses the following:

- the subject of the article
- the author's main point
- the kind of evidence the author uses: Scientific studies?  
Personal research or experience?
- the author's conclusions: What does the author want the reader to think about this topic?

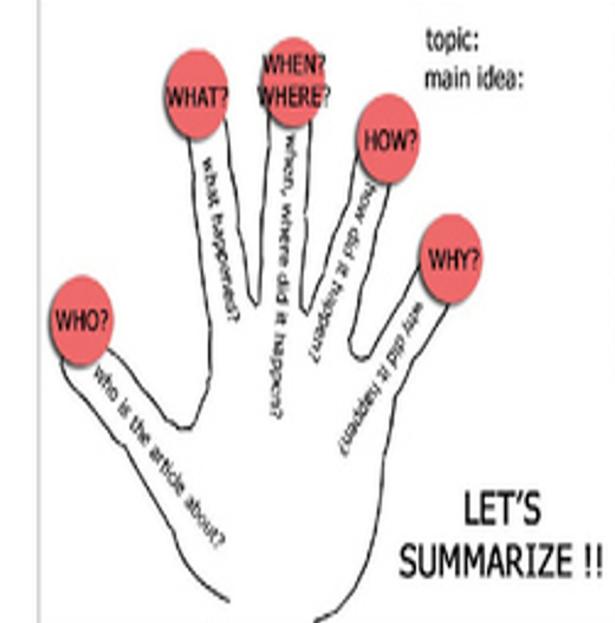
# Poll Question: 1

**Which one of the followings is not a part of Summary?**

1. using your own words
2. summary being shorter than the text
3. exact word from the text
4. including main ideas only

# Process Of Writing Summary

- Preview
- Read
- Thesis and One-sentence Summaries
- First Draft



# Summary Writing Tips

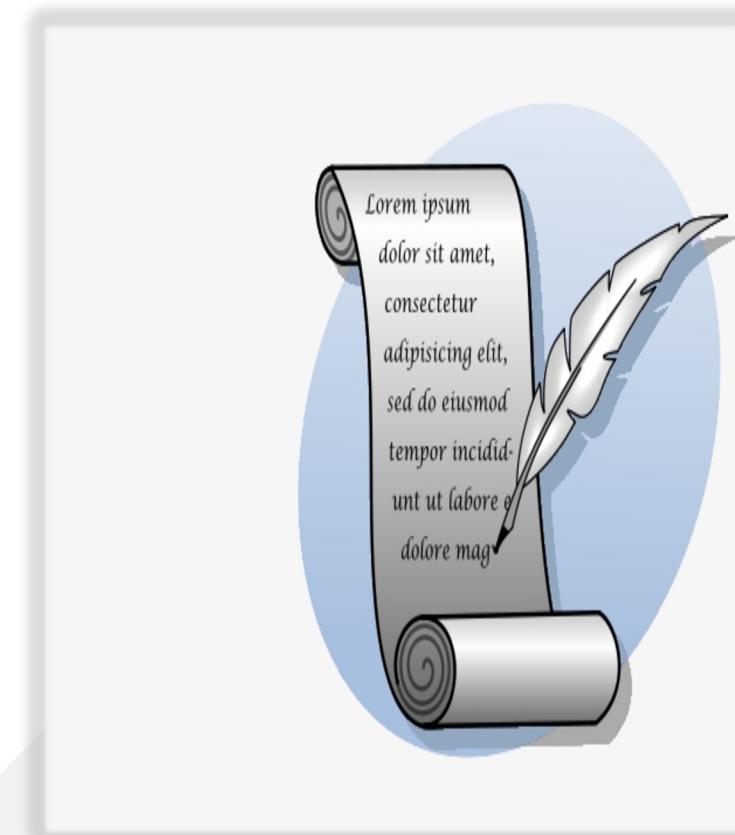
- Read the chapter thoroughly
- Break down ideas
- Write in column
- Always write a rough draft



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# Writing Tips.....

- Take your time
- Use sentence variety
- Revise the summary
- Write an interesting title



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# Poll Question: 2

**What should we do before write final draft of summary?**

1. write the facts and dates in bold
2. underline the difficult words
3. revise the summary
4. make 2-3 paragraphs of summary

# Exercise 1

## Choose the Right Option

In a very happy mood, he read the letter in which it was stated that he had been accepted into the university.

- a) In a very happy state, he read his university acceptance letter.
- b) He was in a happy state when he was reading the acceptance letter from the university .
- c) Happily, he read his university acceptance letter.
- d) He was happy when the letter came .



# Exercise 2

## Choose the Right Option

Cats do not require as much attention as dogs. Dogs love you, and they want you to love them back. Cats are independent creatures. If you go on vacation for a few days, your dog may get lonely and refuse to eat, but your cat won't care.

- If you really want a pet, it would be a good idea to get a cat and a dog.
- If you don't have a lot of time to care for a pet, a dog is a better choice for you than a cat.
- Vacations are a good idea if you have a cat as a pet.
- If you don't have a lot of time to care for a pet, a cat is a better choice for you than a dog.



# Sample Passage

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 Long Beach City College WRSC Page 2 of 2 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.

# Final Summary

## “The Northern Lights”

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 they are.

# Application

- It will help students learn to determine essential ideas and consolidate important details that support them.
- It will enable students to focus on key words and phrases of an assigned text that are worth noting and remembering.
- It will encourage students to write successively shorter summaries, constantly refining their written piece until only the most essential and relevant information remains.

# References

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- <https://igcse1english.wordpress.com/category/paper-2-question-3-summary-writing/>



# THANK YOU

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