

Appendix 2

Summarizing

Read the rules how to make a summary of the text:

1. A summary is a SHORT version of the original text. It should be about a THIRD of the original (for a written summary) and a HALF (for an oral one).
2. To make a summary, you must understand the original text. If you don't, your summary will not be accurate.
3. You MAY use words from the original text (active vocabulary, terms, for example).
4. A summary should include ONLY important information that is key points.
5. You must include ALL the important ideas of the original text; otherwise, it will not be complete.
6. You MUST NOT ADD information when you summarize.
7. You can include SOME quotations from the original text.
8. A summary should NOT include your own opinion. It is the original writer's opinion which is important.
9. When summarizing, you MAY change the order of the ideas in the original text to make it clearer.

When you summarize a text, you need to select the key point in each paragraph. The main point is usually made in the *topic sentence*. This is generally the first sentence of the paragraph, though it may appear in other places, including the end. You need to *paraphrase* the important points to express them in a shorter way.

One of the most important aspects of summary writing is being able to condense the original text, including shortening your own text.

Here is the algorithm how to prepare a summary:

1. First, skim the text you are going to summarize and divide it into sections. Focus on headings and subheadings if there are any.
2. Underline the topic sentence in each paragraph and highlight one important supporting idea.
3. Join the sentences with appropriate linking words or phrases to produce a coherent, more flowing summary.
4. Begin the summary with an introductory part that states the text's title and author if he's known, its thesis or focus. Use the present tense. The information should be

presented in a neutral formal register. Your personal opinion must not be expressed in a summary.

5. A summary can have a concluding sentence but it is optional.

Here are some phrases to help you introduce the topic:

The title of the text being discussed is ...

The text under discussion is devoted to (deals with, concerns, is about, informs us about) the problem of ...

In the text the author raises (brings up) the problem (the subject, the issue, the question, etc.) of ...

Today I'm going to report on (to focus on, to speak on) the article (the text, the problem, the subject, the issue, the question, etc.) of great importance (of particular interest). It's ...

The author's aim is to prove (to present to us, to analyze, to explain to us, to clarify, to focus on, to highlight, to illustrate, etc.) the idea(s) that ... by giving examples (figures, reasons, etc.) ...

The author aims to inform us of/about (to classify, to provide us with, to comment on, to summarize, to observe, to analyze, criticize, to explain etc.) the facts ...

The author covers (dwells on, elaborates on, discusses, touches upon, introduces) the issue(s) of (the question of, the problem of) ...

The author sends a clear message about/that ...

The author of the text gives (enumerates) the reasons for.../against ...

The text gives/offers us an overview of / a detailed account of / a coverage of ...

Here are some phrases that will help you structure your summary:

Introducing the first point

First(ly) (first of all), the author deals with / suggests / reminds us of the idea ...

To start with (to begin with), it should be mentioned / pointed out / noted ...

It's necessary / important to consider / to show / to pay attention to ...

Introducing a further point

Second(ly) (third(ly)), the author (eg. Mr.Smith / the scientist / the economist) highlights / emphasizes / stresses ...

Moreover (Furthermore, In addition), he supports the idea ...

What is more (Apart from that), he adds ...

Another point to be made is that ...

Introducing a final point

Finally (Lastly), the author turns to the point (the issue/the description) ...

Presenting two (dis)advantages together

The author not only illustrates ... but he also talks in detail about ...

Presenting two opposing points of view

On the one hand, he argues / states ...

On the other hand, he warns against / of (agrees / disagrees) ...

Expressing results

For this reason, he claims ...

Because of this, he denies ...

As a result, he comes to the conclusion that ...

Therefore, he insists on the point ...

Expressing contrast

However (But / Although / Though) ...

Even though ...

In spite of (Despite) ...

Nevertheless, he points out ...

In contrast to this, he draws our attention to ...

Here are some other phrases to help you **conclude** your summary:

To conclude / In conclusion / it should be emphasized that ...

Taking everything into account / To sum up, the author manages to prove his point of view that ...