

How to write an effective summary

Follow these tips:

- ✓ **Shorten the text** in such a way that all facts are in the summary. Leave out examples, evaluations and interpretations.
- ✓ **Skim** the text. You should know what is the **main content** of it. Read the headline carefully. It is important.
- ✓ Read the text again to understand more **details**. You must have understood the whole text.
- ✓ **Make notes** (use keywords). Underline important words in the text.
- ✓ A summary begins with an **introductory sentence**.
- ✓ A summary must contain the **main thesis or standpoint** of the text, restated in your own words.
- ✓ **A summary is written in your own words**. It contains few or no quotes.
- ✓ **Form** sentences with the help of your **keywords**. These sentences should reflect the main content of the text.
- ✓ **Connect the sentences** using suitable conjunctions. The first sentence should describe the main content of the text.
- ✓ Use **Simple Present** or **Simple Past**. Write sentences in Reported speech.
- ✓ Sometimes you have to **change the persons**.
- ✓ **Check** your summary. Watch out for spelling mistakes.

Evaluation criteria

You can use this checking list to correct your own summary or your partner's.

	No	Partly	Yes
Does it begin with an introductory sentence?			
Does it include all the major points?			
Does it delete minor and irrelevant details?			
Does it paraphrase accurately and preserves the article's meaning?			
Does s/he use his/her own words?			
Does it only include the article's ideas, excluding personal opinion?			
Does it have a proper length?			
Does it have few or no grammar mistakes?			
Is it well-connected?			
Does it have few or no mechanical errors (punctuation, spelling...)			

Corrector's comments to the writer:
