**Writing a summary**

Summary writing is like a highlight reel, showing only the best parts and ignoring what’s not strictly necessary.

**Task 1 Are the following statements true or false?**

1. The key to summary writing is to stick to the facts; summaries do not include opinions, analysis, or bias.
2. Academics use summaries all the time for research papers when they write an abstract, which is essentially a summary of an entire research paper.
3. A summary does not need to be coherent; it can be a simple list of the main points that are not linked in any way.
4. It is acceptable to copy and paste parts of the original text.

## Paraphrasing tips

The five steps to paraphrasing may seem straightforward but writing an idea in a different way than the published version can be difficult. These are four tricks you can apply to help you do so.

1. Start your first sentence at a different point from that of the original source
2. Use synonyms (words that mean the same thing)
3. Change the sentence structure (e.g. from [active to passive voice](https://www.scribbr.com/academic-writing/passive-voice/))
4. Break the information into separate sentences

**Task 2 Rewrite the paragraph below using some of the paraphrasing strategies:**

“Many of the prediction techniques used to monitor earthquakes are not 100 per cent reliable. Planning and preparing for an earthquake is therefore essential. Preparing for an earthquake requires training for people, practising earthquake drills and paying attention to TV and radio.”

**How to write a summary in 4 steps**

1. **Read or watch the source material**

The first step is fairly obvious: Read or watch whatever it is you’re writing a summary about.

1. **Make a list of the key points**

Next comes the [outlining phase](https://www.grammarly.com/blog/how-to-write-outline/), where you list out what points to include in your summary. How many items go on your list depends on the length of both the summary and the source material. If you’re running long, start cutting items that are less of a priority.

1. **Write the summary in your own words**

Next, write the first draft of your summary following the lists you made in the previous outlining stage. If you’re summarizing a book, film, or other media, it’s best to use chronological order (even if the story is told out of order). The key here is using your own words. Also, keep in mind the perspective of someone who’s never read or seen the source material. Do you have all the relevant points they need to understand what’s going on?

To make your summary writing easier to comprehend, use plenty of transitional words and phrases, such as *however*, *as a result*, and *meanwhile*.

1. **Edit and cut what’s unnecessary**

Last comes the proofreading phase, where you reread your summary and correct any mistakes or awkward wording. For summary writing, watch out for unnecessary information, too; every word is crucial, so removing unnecessary information gives you more room to elaborate on the main points. (adapted from: <https://www.scribbr.com/citing-sources/how-to-summarize/>)

**Task 3 Choose the correct linking word.**

1. Students will not be excused from class *unless / due* *to* they have a doctor´s note.
2. The mountain has many marked hiking trails; *therefore / in addition*, there are several unmarked trails that lead to the summit.
3. Large objects appear to be closer. *Although / Conversely*, small objects seem farther away.
4. This tablet is thin and light and *therefore / because of*  very convenient to carry around.
5. Some of these species have flourished, *such as / whereas* others have struggled.
6. Some of the food crops failed. *Moreover / However*, the cotton did quite well.
7. *Although / For example* gases usually blow away rapidly, it is possible that people who are close to the volcano may be exposed to levels that may affect health.
8. The tectonic plates are always slowly moving, but they get stuck at their edges because / due to friction.