

WRITE A SUMMARY

Skim

GET THE MAIN IDEAS

Skim the text in order to understand the main ideas. Pay special attention to any headings or subheadings.



Language for Summary Writing

The frame

The frame is the main idea of the article. This is usually included in the first sentence, with a reference to the author and the main idea or argument of the text. Examples of frames are shown below, for an article titled "The Global Warming Crisis" by F. Brown, published in 2014.

- *Brown's (2014) article on global warming discusses...*
- *Brown (2014), in his article "The Global Warming Crisis", argues that...*

Read carefully

HIGHLIGHT MAIN POINTS

Read the text again more carefully, highlighting or underlining important information. Look up any unknown words needed to understand the main points.



Reminder phrases

It is useful to remind the reader, especially in a longer summary, that you are summarising another text. This is done by using reminder phrases. Using these also helps to avoid plagiarism.

- *The author goes on to say that...*
- *The article further states that...*
- *The author further states that...*
- *(Author's name) also states/maintains/believes that...*
- *(Author's name) concludes that...*

Take notes

USE YOUR OWN WORDS

Make notes of the main points and supporting points (not supporting examples or details). Remember to use your own words so that you can paraphrase and avoid plagiarism.



Write

CHANGE NOTES TO SUMMARY

Write the summary using your notes. Make sure you do not add anything which does not appear in the original (e.g. your own comments).



Transition signals

Pay attention to the organisation of the original text, and use appropriate transition signals when organising the ideas in your summary. For example, you may need comparison and contrast signals, cause and effect signals, classification signals, and so on.

Check

MAKE SURE IT'S ALL THERE

Check the summary to make sure you have covered all the main points. Make sure you have included a reference to the source.

