*Lecture Three****:*** ***How to Summarize a Scientific Text***

**Writing Summaries:**

Writing good summaries requires accurate reading and ability to find the main idea and most important supporting evidence in a piece of writing. Summaries are always quite a bit shorter than the original texts, perhaps 75 percent shorter. Sometimes, particularly for a book, the summary is much shorter than the original, perhaps 99 percent shorter. When you write a summary, you give your readers an idea of the content of the article or book and save them the time and trouble of reading the entire original.

To write a good summary, keep the following in mind:

* Read the original text carefully. Then try to understand its main subject or purpose.
* Read it again to understand it in more detail.
* Underline the key words in the topic.
* Underline the relevant parts of the text.
* Write the points down in note form, using your own words – Make the notes as brief as possible.
* Organize the information in logical fashion.
* Avoid repetition. i.e. don’t repeat information, even if it’s repeated in the text.
* Write your summary.

If you want to start with an introductory sentence, make it brief.

Using linking words/phrases and paraphrases where possible. Include only information which is relevant to the topic.

* The first sentence or two of your summary should contain the author’s thesis, or central concept, stated in your own words.
* Use key vocabulary from the text when you can.
* Use your own wording. Occasionally, however, a phrase in the original may be especially striking, interesting, or controversial. In this case, you may use the author’s exact words.
* Don’t include your own ideas or comments. The summary should include only the author’s ideas.
* Make sure your summary is within the set word limit.
* Edit your summary, checking spelling, punctuation etc.

**Try to be relevant, concise and coherent.**