**Lecture Four: Techniques of Using Materials (Summarizing)**

**3. Summarizing**

A summary is “a short statement that gives only the main points of sth, not the details”[[1]](#footnote-2). Good summaries require the following:

* Careful reading of the original passage;
* Selecting the main idea(s) and including them without changing them or adding new ideas;
* Eliminating details;
* Shortening the original passage;
* Using one’s own words;
* Citing the source.

Let us summarise this excerpt which is taken from OʼHara (2005, p.21):

**Original passage: Knowing What Your Instructor Expects**

When your classes begin and you are introduced to your instructor, you should make sure you know what the expectations are for the class. The instructor should provide detailed guidelines about the expectations for the class. Usually, these are written and included as a handout, and they may also be posted on a school Web site. If you aren’t provided with written guidelines, be sure to take notes and ask questions if there are assignments or rules you don’t understand. Knowing what’s expected of you helps you set goals for what you want to accomplish. Also, the expectations of the class (and how well you meet them) are what

determine your grade in the class. To do well, you need to make sure you meet (and exceed) the requirements and expectations of that class.

**Summary**

Knowing what is expected of you from the very beginning of your class is a necessary step. In fact, you must be guided by what the teacher suggests. If you know what the class’s expectations are, you will be able to identify your targets easily, and therefore, you can achieve what you want. Moreover, your success or failure is largely dependent on those expectations.

**References**

OʼHara, S. (2005). *Improve your study skills*. NJ: Wiley Publishing, Inc.

1. Oxford advanced learner’s dictionary, 1302. [↑](#footnote-ref-2)