

Abdelhafid Boussouf University Center of Mila

Faculty of SNV

Common Core Natural and Life Sciences

1st year

Module T.C.E 2 COMMUNICATION AND EXPRESSION TECHNIQUES 2 (English)

Course N-05

5. Summary



Summary:

is condensed version of something longer It is a brief explanation of a story or a piece of writing. The purpose in writing the summary is to give the main ideas of the original reading in much fewer words, what was it about and what did the author want to express. A summary is not a rewrite of the original piece of writing but include only the main idea and supporting facts.

Steps to write a good summary: Be concise. A summary should be much shorter than the original piece

1/ *Skim the piece:* read the entire original once (or twice if necessary) without making notes, while reading, use the most basic of questions use: Who? What? When? Where? Why? How? This can help you to effectively and quickly write a pertinent summary. (You cannot write a summary of a text you don't fully understand).

2/ *Scan the piece:* reread the original, underlining essential information as you go. Focus on the topic sentence in each paragraph. Try to summarize each paragraph in a sentence.

3/ *Draft your summary in your own words.* Include everything even if you know there is too much because you can revise it later.

4/ *Now edit your own version for conciseness.* Cross out any words that are not essential using your own style and do not rewrite the original piece.

5/ Go back to the original and check that you have preserved the essential information without adding any new content.(keep the main idea and the main supporting details)

6/ *Edit your final summary.* Check the clarity of your sentences and paragraphs. Use transitions ("as a result," "next," "however," etc.) as needed to make sure the ideas flow logically.

- Do not rewrite the original piece.
- Keep your summary short.
- Use your own wording.
- Refer to the central and main ideas of the original piece.
- Read with who, what, when, where, why and how questions in mind.
- Do not put in your opinion of the issue or topic discussed in the original piece.

Often,

instructors ask students to put their opinions in a paragraph separate from the