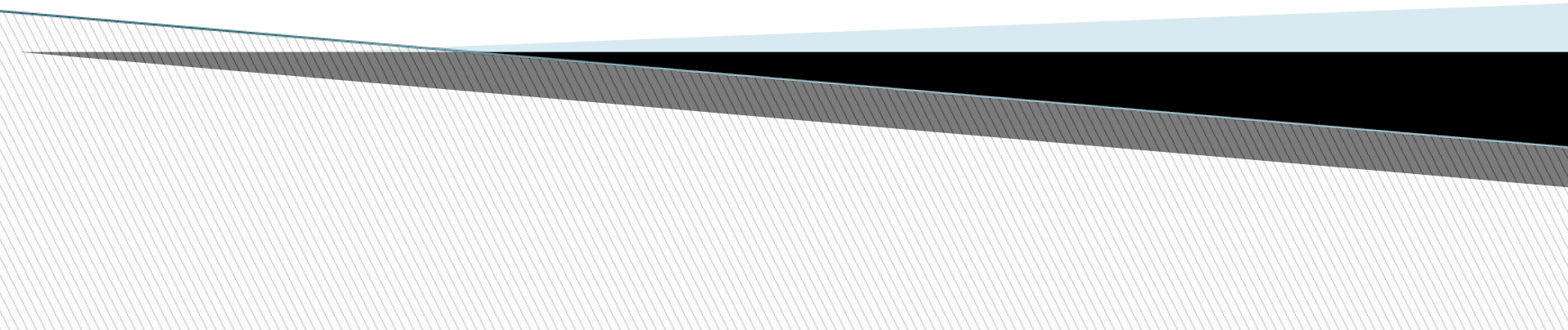
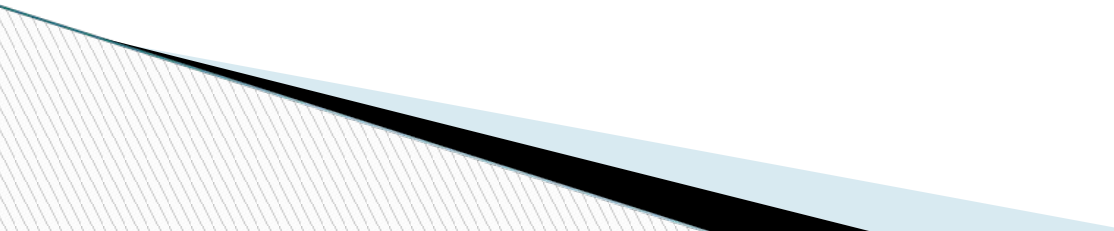


# **Writing a summary: Guidelines**

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# Why to write a summary?

- The goal of writing a summary of an article, a chapter, or a book is to offer **as accurately as possible the full sense of the original**, but **in a more condensed form**.
  - A summary restates the **author's main point, purpose, intent, and supporting details** in **your own words**.
- 

# Preparation for writing a summary: **Step 1**

**Read the article with a critical eye for general understanding**

- Check the **length of the article**; then read the **headings, subheadings, graphs, tables, pictures**.
- Next, read **the introduction and the conclusion**, or the first and last paragraphs.
- After that read **the first and last paragraphs** of each section— **between the headings**.

**This approach will provide you with a preview of the work, helping you to effectively engage with it.**

# Step 2

- Read **each section**, jotting down **notes** on or **highlighting the important points** in the text/in the margins.
- Write the **central idea** and the author's reasons (purpose and intent) for holding this viewpoint. Note **the supporting elements** the author uses to explain or back up her main information or claim.

# Step 3


- ▣ **3.1. Re-read the article** step by step, try to **recognize collocations** (i.e. two or more words that often go together). You should **treat collocations** as **single blocks** of language.

Use specialized dictionaries of collocations, e.g. [Oxford collocations dictionary](#) for students of English.

Academic Collocation lists. Available at:

<http://pearsonpte.com/research/academic-collocation-list/>

## 3.2. Compiling a glossary

- Make a list of the main ideas. Find the important ideas - the important words/phrases. In some way mark them - write them down, underline or highlight them.
  - Find alternative words/synonyms for these words/phrases - do not change specialised vocabulary and common words.
  - Start writing the summary
- 

### 3.2. Compile a glossary focusing on **different types of collocations.**

**Adverb + Adjective** (*completely unattended*)

**Adjective + Noun** (*merchandising skill*)

**Noun + Noun** (*a surge of anger*)

**Noun + Verb** (*a mobile application*)

**Verb + Adj + Noun** (*launch digital services*)

**Verb + Expression with preposition** (take an advantage of)

**Verb + Adverb** (*rise dramatically*)

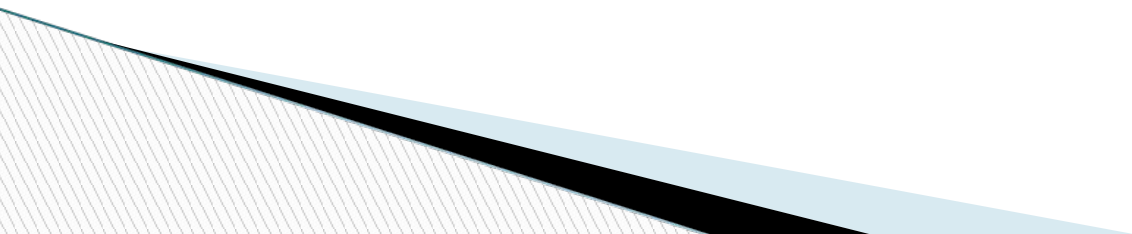
- There are different ways of explaining terminology (a definition, a synonym, an antonym, an example, using a picture/illustration, etc)

See Study Aid: How to explain terminology.



**START WRITING  
A SUMMARY  
NOW!**





# Writing the introduction

- The summary begins by citing the title, author, source, and, in the case of a magazine or journal article, the date of publication and the text.

***The article is headlined ....***

***The headline of the article I have read is....***

***The author of the .....is.....***

***The article (story) is written by ...***

***The article is published in.....***

# Giving General information about the article

- This central theme is summarized clearly and accurately **in a one-sentence thesis statement**. The thesis statement does not contain specific details discussed in the text.

*This article provides information on..... (the growing problem and causes of noise pollution)*

*The article is about ....*

*The article is devoted to ....*

*The article deals with (the problem) of ....*

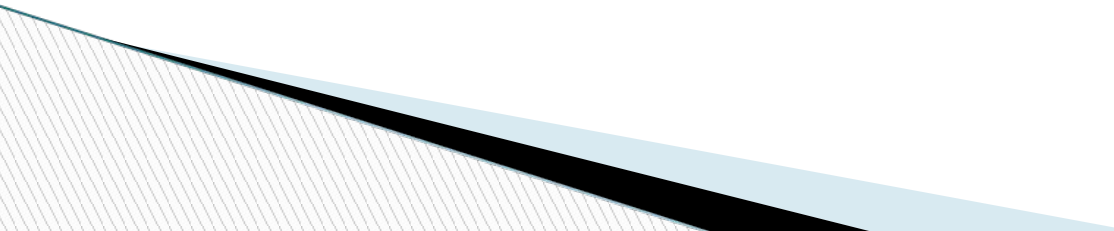
*The article touches upon the problem...*

# Indicating the purpose

Indicate **the author's purpose** in writing: *to inform, to persuade, or to entertain, .....* Omit all personal opinions, ideas, and inferences. You are reporting the author's ideas **in your own words**.

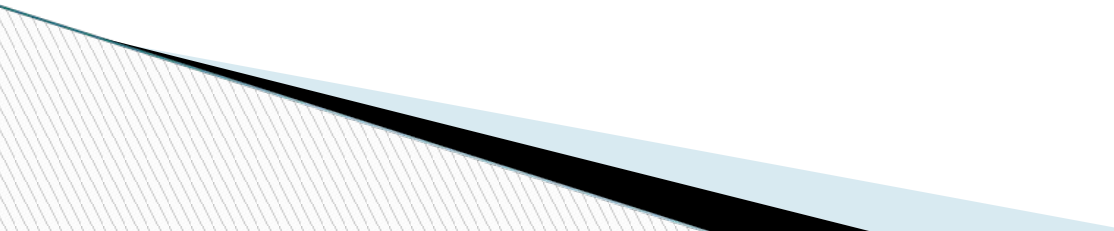
*The purpose of the article is to provide the reader with some material (data) on ....*

*The purpose of the article is to ....(inform/to persuade, to entertain, to show the advantages and disadvantages of ....., problems of ....., reasons for ..., explanations for ....*



# Adding supporting ideas

The author supports his/her thesis with supporting ideas.

- Cover all of the author's major supporting ideas.
  - -Show the relationships among these ideas.
  - Omit specifics, such as illustrations, descriptions, and detailed explanations
  - Use signalling words
- 

# More phrases

*The author starts by telling about that) .....*

*According to the author (of)...*

*The author writes (states, stresses, thinks, points out) that ....*

*Further the author reports (says) that ...*

*The article goes on to say that ...*

# Signalling words 1: linking ideas

## 1. Time/order

*at first, eventually, finally, first, firstly, in the end, in the first place, in the second place, lastly, later, next, second, secondly, to begin with*

## 2. Comparison/similar ideas

*in comparison, in the same way, similarly*

## 3. Contrast/opposite ideas

*but, despite, in spite of, even so, however, in contrast in spite of this, nevertheless, on the contrary, on the other hand, still, whereas, yet*



## **4. Cause and effect**

*accordingly, as a consequence, as a result, because, because of this, consequently, for this reason, hence, in consequence, in order to, owing to this, since, so, so that, therefore, thus*

## **5. Examples**

*for example, for instance, such as, thus, as follows*

## **6 Generalisation**

*as a rule, for the most part, generally, in general, normally, on the whole, in most cases, usually*

## **12. Condition**

*in that case, then*

## **13. Support**

*actually, as a matter of fact, in fact, indeed*

## **14. Contradiction**

*actually, as a matter of fact, in fact*

## **15. Emphasis**

*chiefly, especially, in detail, in particular,  
mainly, notably, particularly*



# Writing the conclusion

Summarize the author`s ideas.

*The author concludes/comes to the conclusion that.....*

*In conclusion,...*

*To sum up.....*



# Checking and writing the final version

## **Check your rough draft of the summary.**

- Compare your version to the original
  - Be concise. Eliminate needless words and repetitions
  - Make sure the meaning is the same.
  - Make sure the length is 1/3 of the original text.
  - Make sure the style is your own
  - Check that purpose for accuracy by re-reading the article.
- 