

## How to write summaries in English

[Why do you learn to write summaries?]

- To learn how to write in English by closely examining English texts
- To help you engage in deeper mental activities
- Because all texts are dependent on other texts to some extent
- Because it is the very basic skill in academic contexts
- To learn and remember most important knowledge and information in texts
- To use for larger writing assignments (e.g., reports, essays)

[How do you summarize texts?]

1. Think why you summarize texts.
2. Note where the text came from and who wrote it.
3. Don't confuse your and the author's opinions.
4. It depends on the purpose of summarizing the text, but usually you need to shorten it by 70%.

[Strategies]

- (1) deletion
  - deletion of trivial information
  - deletion of redundant information
- (2) generalization — superordination
- (3) construction
  - selection of topic sentences
  - invention of topic sentences

[A good summary]

- is concise.
- includes adequate and accurate key information from the source text(s).
- is readable even to those who haven't read the source text(s).
- has an effective organization.
- uses own language and language from the source text(s).
- contains few grammatical and lexical errors.