

## Summary

A summary is a simplified, condensed account. Summarising teaches you to be brief and get straight to the point. The exercise of summarizing forces you to analyse and simplify your material. The ability to summarise will aid you in your studies and your career.

### A summary must be:

- **BRIEF** – do not repeat points, give long explanations or examples. The summary should be shorter than the original.
- **COMPLETE** – it must contain all the important points.
- **PARAPHRASED** – it should be in your own words. Do not quote in a summary.
- **OBJECTIVE** - It should not give your own opinion, but summarise the author's point of view.
- **WELL-STRUCTURED** - It is not just a list of facts. It should make sense to the reader.
- **CLEAR LANGUAGE** – It should be written in accurate language to avoid misinterpretation of the message.
- This is a reported statement and is therefore written in the **past tense** and in **reported speech**.
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### Techniques for summarizing

- Read the passage.
- Follow the instructions.
- Underline key sentences.
- Eliminate repetition, explanations, descriptions and quotations.
- Write the draft and keep the ideas in a logical sequence.
- Count the words and edit the paragraph.
- Add or omit words and phrases if needed.
- Do not supply a title if not asked to. If you add a title when not needed this will be part of your word count.
- Rewrite your draft and state the number of words in brackets just below the summary. Remember the examiner must count the words of each and every summary.
- A summary can be in paragraph form or point-form. (FAL learners write in point-form.)

- Contractions such as “it’s” and “don’t” count as two words, so it is better to write them out in full.

**VERY IMPORTANT!**

**You are not allowed to merely rewrite a sentence and leave out a word! This will be considered as quoting. You must create a new sentence. Your summary must make sense. Therefore do not leave out finite verbs as this makes your summary hard to understand. Write in full sentences.**

