

## Summary Writing

### OLC40

#### What is a Summary?

The purpose of a summary is to provide a concise and condensed version of a longer piece of information or text, capturing the main points and key details. It aims to give readers a quick overview or snapshot of the original content without requiring them to go through the entire document or text.

#### The Purposes of a Summary :

- **Finding Information:** Summaries allow readers to quickly find relevant information and decide whether or not they need to read the full text.
- **Saving Time:** Summaries save time by presenting the most important parts of a text in a shortened form.
- **Comprehension:** Summaries help readers understand complex or lengthy texts by simplifying and organizing the information. By presenting the main points in a clear and concise manner, summaries make it easier for readers to grasp the central ideas of a text.
- **Communication:** Summaries are useful for sharing information with others in a concise and effective manner.
- **Study and Research:** Summaries assist in studying and researching by providing an overview of various sources. They help researchers quickly evaluate the relevance and significance of a source before delving deeper into the full text.

#### Summary Writing Steps

- **Read the text:** Begin by reading the entire text carefully to understand the main ideas and supporting details. Make sure that you understand the context and purpose of the text.

- **Identify the main points:** Identify the central ideas or main points of the text. Look for topic sentences, headings, subheadings, and recurring ideas. These main points are the centre of your summary.
- **Highlight key details:** Highlight or underline important supporting details, evidence and examples, that contribute to the main points.
- **Condense or Shorten the information:** Remove unnecessary content as well as any irrelevant or minor details that do not significantly contribute to the main message.
- **Paraphrase and reword:** Transform the highlighted information into your own words without changing the original meaning. Avoid directly copying sentences from the source text.
- **Maintain coherence:** Connect the main points and supporting details in a way that maintains the original text's structure and organization.
- **Check the length:** A summary is significantly shorter than the original text . Aim for a final text around 25-30% of its original length.
- **Revise and edit:** Review the summary ensuring that it easy to understand and that the information is correct. Remember that you shouldn't change the meaning of the original text. Edit for grammar, punctuation, and spelling errors.
- **Compare with the source:** Compare your summary with the original text to ensure accuracy and completeness. Verify that you have not omitted any essential information or misrepresented the author's ideas.
- **Seek feedback (optional):** If possible, have someone else read your summary and provide feedback.
- **Finalize the summary:** Make any necessary revisions based on the feedback received.

Remember, summarizing requires the ability to distill information effectively while maintaining the integrity of the original text. Practice and experience will help you refine this skill over time.