A summary is a short version of the text with only its most important pieces of information. It provides the reader with a clear idea of what the original text – no matter whether it is fictional or non-fictional – is all about.
In a fictional text a summary deals with the development of the action. In a non-fictional text a summary outlines the main line of argument.

Important things to remember:

• Secure a good understanding of the original text in detail.
• Underline its main ideas (the structure of the text may help).
• Do not include statistics, dates, examples, quotations, stylistic means, any details from the text, or your own opinion or interpretation.
• Present the author’s point of view, not your own.
• Follow the order of the original text.
• Write the summary in your own words.
• Always write summaries in present tense.
• Check points a - h again after writing the summary.
• The number of words should never exceed 80 – 120 words, no matter how long the original text may be.

Practise writing summaries of newspaper articles or those from magazines or fictional books you have read. Have them corrected by your teacher from time to time.