

## How to write a summary

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.**