



The main methods of writing a summary of the work

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- Objectives:
- Give an appropriate definition for a summary
- Know the characteristics of a good summary
- Learn the techniques in summary writing
- Learn the steps in summary writing
- Practice



I. What is a Summary?

A summary is a shortened passage that retains the essential information of the original.

It is a brief restatement — in your own words — of the contents of a passage.

Note: You simply report back what the writer has said, without making value judgments.



II. Characteristics of a Good Summary

- Can be understood without reference to the original.
- Is a faithful reproduction of, or contains only, the ideas or information of the original.
- Is brief without any unnecessary detail.
- Is a readable unified whole.



III. Techniques in Summary Writing

1. Paraphrasing

To paraphrase means to completely and correctly express other people's ideas in one's own words.



Examples:

1. You've cooked us all a hot potato.

1. (A troublesome person or issue)

2. Prevention is better than cure.

1. (It is better to prevent something unpleasant from happening than to try to fix it afterward.)



The importance of paraphrasing

It helps us understand the original better.

★ It helps us grasp the central idea and the main points.

★ It helps us write summaries that are brief and to the point, and in our own words.



Steps of Paraphrasing

- Read the original carefully and comprehend its meaning wholly and correctly.
- Consider the original article as a whole, not in isolated sentences.

Ways of condensation

Use synonyms or synonymous phrases
He had a good command of English.
(He knew English well.) Change the
structure of simple sentences My
brother has an appreciation of modern
art. (My brother appreciates modern
art.) III. Techniques in summary writing



Turn complex sentences

...into simple sentences He received a welcome that was as cold as ice. (He received an icy welcome.) Combine the sentences Hurry up. If you don't, you'll miss the train. (Hurry up or you'll miss the train.)



How to

...write a summary?

The importance of summary writing.

Necessary elements for a good summary.

Proper citation title, author, source; date of publication and the text (journal articles).



Supporting ideas

Major supporting ideas; relationships among these ideas no specifics the author's purpose in writing no personal opinions, ideas, and inferences.



Formulate the

...thesis statement. Weave the one-sentence section-summaries together. Write the first draft In the first sentence or two: The author's name The article's or chapter's name. The author's thesis statement. Then the summary sentences for each paragraph or section.



Express in your own

...words, to avoid plagiarism. Occasional supporting ideas if necessary. Note: Eliminate unnecessary words and repetitions. Eliminate personal ideas and inferences. Use transitions for a smooth and logical flow of ideas. Conclude with a 'summing up' sentence.



Thank you for your attention!