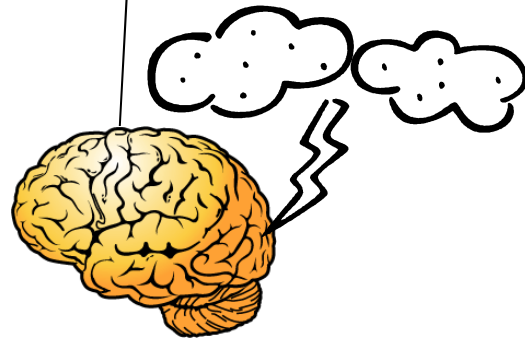


# How **2** do a **Sum**mary

This might be the most important bit of information you receive this year, so

**LOOK** **LISTEN** & **LEARN**



## Easy steps to build up a Summary

A summary is intended to highlight objectively the main points of the work.

Although written in your own words, the summary does not include your opinions.

Since the summary eliminates those details that are not needed to convey the major points, it is naturally shorter

The problem we all face when we summarize a piece of writing is figuring out what to include and what to leave out.

### TIPS

- 1 **Cross out the less important details.**
- 2 Underline topic sentences and **key ideas/words**
- 3 Take notes on those key issues in the passage

When you summarize, you might try following these steps:

**Read** the piece for understanding **first**.

**Never** summarize as you read the article for the first time.

Before you begin to write, **check the topic sentences and key words** .

Follow that **pattern** in your summary.

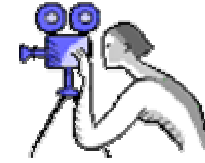
Check your summary to be sure that you have properly documented **ALL MAIN IDEAS AND KEY WORDS**

So.....

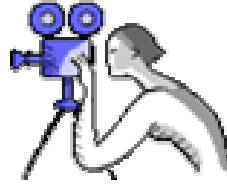
- 1 Read the complete article and scan for the Key Words.
- 2 Try and identify the main idea
- 3 Look at the different headings and sub-headings
- 4 Now read through the complete piece of work and underline the facts
- 5 Make it short DON'T use extra words not found in the passage.
- 6 Number your sentences and work correctly

## Now let's re –cap on compiling a Summary

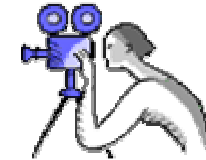
1 Read the passage carefully.



2 Reread, label, and underline.



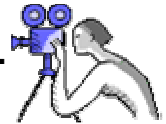
3 Write one-sentence summaries



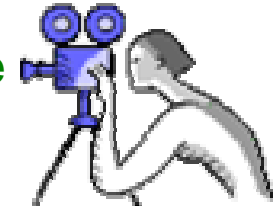
4 Write a thesis--*who, why, where, when, and how* of the matter.



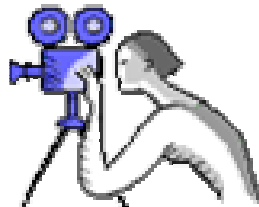
5 Write the first draft of your summary Eliminate less important information.



6 Check your summary against the original passage



7 Revise your summary

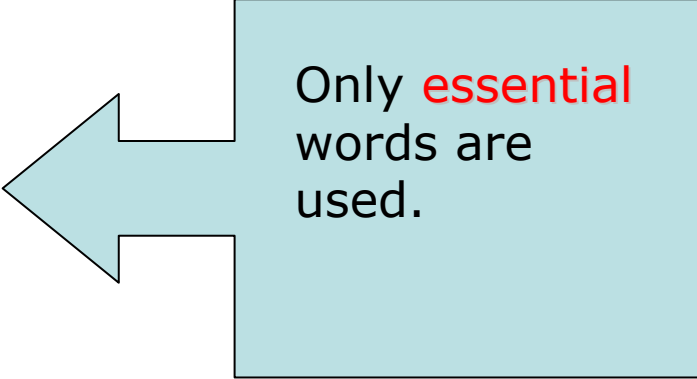


## An example of a Summary as taken from Early Man Module

### Early Man

#### **1 Introduction**

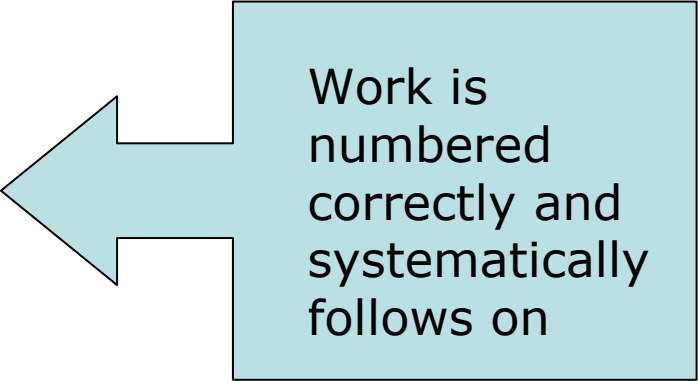
- 1.1 Early man - not live with dinosaurs
- 1.2 Hominids: family of man
- 1.3 Fossils : remains living things
- 1.4 Artifacts : made articles



Only **essential** words are used.

#### **2 Human – Like hominids**

- 2.1 3 million years earth populated wild animals – dinosaurs long gone
- 2.2 Apes, early man appeared – separate development.
- 2.3 Hands different
- 2.4 Made simple tools - bone remains
- 2.5 Diet – vegetarian – some meat – scavenging
- 2.6 Lucy – 4 ft tall – brain size orange – 50 pounds
- 2.7 Walked erect - climbed trees



Work is numbered correctly and systematically follows on

#### **3 Homo Habilis “ Handy Man”**

**I Trust this will give you an idea as to what is expected. Try this it will help you to study - GOOD LUCK**

**Mnemonics:** This is the use of letters to remember work. Pick the central word and use the letter to create a silly rhyme or story.

## **Early Man**

### **Introduction**

- D** 1.1 Early man - not live with **dinosaurs**
- F** 1.2 Hominids: **family** of man
- F** 1.3 **Fossils** : remains living things
- A** 1.4 **Artifacts** : made articles

### **Human – Like hominids**

- W/A** 2.1 3 million years earth populated **wild animals** – dinosaurs long gone
- A** 2.2 **Apes**, early man appeared – separate development.
- H** 2.3 **Hands** different
- T** 2.4 Made simple **tools** - bone remains
- D** 2.5 Diet – vegetarian – some meat – scavenging
- L** 2.6 **Lucy** – 4 ft tall – brain size orange – 50 pounds
- W** 2.7 **Walked** erect - climbed trees

Now lets move on to “**MIND MAPS**”