

### **How to write a summary**

Writing a good summary demonstrates that you clearly understand a text...and then you can communicate that understanding to your readers. A summary can be tricky to write at first because it's tempting to include too much and too little information but by following some preliminary steps in writing a summary, you will be able to summarize texts quickly and successfully for any class or subject.

1- Divide ....and require: Skin the text, noting in your mind the subheadings, if there are no subheadings; try to divide a text into sections (first of all we focus on headings and subheadings).

2- Read: Read the text highlighting important information and taking notes (to get feel for the author's tone, style and main ideas).

3- Reread: Reading should be active reading, underline topic sentence and key fact, identify areas that you want to refer as you write your summary.

4- One sentence at a time: You should now have a firm grasp on the text you will be summarizing, in steps 1-3, you divided the piece into sections and located the author's main ideas and points.

Now, write down the main idea of each section in one well –developed sentence, and make sure that what you include in your sentences are key points, not minor details.

5- Write a thesis statement (dissertation): This is the key to any well-written summary. Review the sentences you wrote in step4, from then you should be able to create a thesis statement that clearly communicate what the entire text was trying to achieve.

6- Ready to write: At this point, your first draft is virtually done, you can use the thesis statement as the introductory sentence of your summary and your other sentences can make up the body Make sure that there are in order, add some transition words (then, however, also...) that help the structure of the summary.

- Write in the present tense.
- Make sure to include the author and title of the work.
- Be concise: The summary shouldn't be equal in length to the original text.
- Don't put your own opinion, ideas or interpretations into the summary. The purpose of writing a summary is to accurately represent what the author wanted to say, not to provide a critic.
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7- Check for accuracy: Read your summary and make certain that you have accurately represented the author's ideas and key points, and make sure that your text doesn't contain your own commentary on the piece.

8- Revise: You should revise your Style, Grammar and punctuation.

### **Texts for applying:**

#### **Text1: LOYALTY**

Most of us would agree that it is admirable to be loyal. We approve of loyalty to our family, loyalty to our friends, and loyalty to our country; in fact, to all those individuals and groups to whom we have reason to be grateful. When we speak of "loyalty" here we mean a readiness to help them when they are in difficulty or danger, and a constant interest in their well-being. It is often very clear when a person is disloyal - when he lets his parents suffer without showing any concern, for example, or when he fights in an army against his fellow- countrymen indiscriminately. For such people most of us would feel disapproval.

However, there often arise situations in which it is hard to decide if a person is being disloyal or not. A clever child may resist his parents' appeals to stop studying and begin work in order to help them financially. He may believe that he will be able to repay his parents more fully in the future if he continues his studies for a few years longer, whereas if he stops now his talents will be wasted and never serve anybody. Unimaginative people may sometimes condemn a boy or girl for making a decision like this; but often such a child, if he is conscientious and sensitive, may deserve help and encouragement rather than criticism. On the other hand, in certain circumstances - if, for instance, a boy's parents are in great poverty -- it might be disloyal for him to refuse to help them by going "out to work; even if later he is successful, he may regret his disloyalty as a boy.

#### **I) COMPREHENSION**

EXERCISE 1: Answer the following questions.

- 1) What does the writer consider to be characteristic of a "Loyal" person?
- 2) When, according to the writer, is a person being disloyal?
- 3) In what circumstances is it disloyal for a boy to refuse to help his parents by going out to work?

- 4) The writer does not approve of the child who resists his parents' appeals to stop studying and begin work to help them financially. (TRUE or FALSE)
- 5) Disloyalty is easily discernible. (TRUE or FALSE)

**EXERCISE 2:**

Explain the underlined sentence using your own words as far as Possible (No more than 3 lines).

- II) **VOCABULARY:** Explain the underline words.
- III) **Essay:** Write a summary of the text using your own words as far as possible. (6 to 8 lines)

**Text2: Gertrude Williams (Economics of everyday life)**

Scarcity is not created by war. It is a permanent characteristic of all human society and is the basis of the problem that faces, and always has faced, the human race whatever its form of organization. It springs from the fact that the material resources of the world are limited and that our ability to make use of those resources is even more limited by our ignorance. Everything that we need to satisfy our wants has to be derived finally from two sources - the natural resources that are available and the human ability to make use of them. As our knowledge grows and we increase our skill, we can exploit more of the opportunities that nature offers to us. The increase in communications, for example, has brought within our reach the resources of vast areas that were closed to us before. The development of scientific Knowledge has made accessible many valuable minerals from depths below the earth's surface. that could not be reached by earlier generations "neighborhood" on whose resources we can draw, and our increasing skill - both of technique and organization - enables us to get more out of what we can reach. But whatever the rate of development, maybe there is, at any one time, a limit to the total of what can be produced.

- I) **COMPREHENSION:** Write a summary of the text using your own words as far as possible. (6 to 8 lines)
- II) **VOCABULARY:** Explain the underlined words and expressions.

**Text3: From the Introduction. By Tom Stephenson to the countryside Companion.**

From the early days of the Industrial Revolution there has been an increasing tendency to separate great masses of mankind farther and farther from their natural surroundings, to congregate them in towns and cities where for the greater part of their lives they are deprived of the simple yet satisfying pleasures of the countryside.

In recent years, however, there has arisen a widespread recognition of the need for contact with the land from which many of us have been uprooted. Never have there been so many people taking every opportunity to escape from town to seek recreation in places where rural peace still endures.

Much of this flight from the ugliness we have created in cities is no doubt, to be explained by shorter working hours and increased facilities for travel. Yet the driving force behind it all is probably a growing realization of the need for closer touch with Nature for the full enjoyment of a healthy and happy life.

- I) COMPREHENSION: Write a summary of the text using your own words as far as possible (No more than 8 Lines).