

AECC ENGLISH E-Lesson for B. Com. (Hns.) Sem. II

SUMMARY

Summary is written after **close reading of the original text**. It is **written in a person's own words**. It **focuses on keeping the information of the original and changing its form to write a summary**. It is the **shorter version of a paraphrase**. The **ideas of the original are simplified**. In a summary, the **focus is on the single/ main idea**.

Steps of a summary

- First the original should be read quickly. The second reading can be close and specific in order to understand the text better.
- The main thoughts/ ideas can be underlined and the supporting arguments can also be marked.
- Notes of important points should be made in the same systematic way as they appear in the main text. While making notes, words from the original should not be copied. One should try to use different words.
- Only the main expressions should be used and unnecessary details or long explanations should be left out.
- The important points should be used in one's own language.
- The following format can be used for marking the main and sub-points... Main points— 1, 2, 3... Sub-points— i, ii, iii... Sub-sub-points— a, b, c... So, the expressions can be marked as 1ia, 2ia and so on...
- The written part should be compared with the original to make sure that no important point is missed.
- If there is any particular word or phrase in the original which should be used as it is, it should be put in quotes/ double inverted commas to show that the same has been borrowed from the original.

Importance of summary in the Real World

- A summary helps in understanding the main argument of a longer original text.
- It presents an over-view of the complete document without going into the details.
- It helps in understanding the main subject, direction and overall idea of the original.
- It helps in presenting the information quickly.
- It helps in policy making, network marketing, advertising and negotiating as a first step towards main proposals and reports.

The Skill/ Art of Summarizing

- Selection and deletion, note-making and reducing/ decreasing are some of the techniques used in a summary.
- All topic sentences (the main sentence of a paragraph which gives the central idea of the entire paragraph) must be marked to be included in the summary.
- One should re-read to make sure that all the main ideas have been marked.

- Notes of the key ideas should be made.
- A thesis statement (the central idea of the complete essay/ article/ report) of whatever has been noted should be made. This statement should be the main objective of the summary.
- All expressions should be combined into separate points or small paragraphs in an organized manner and written in one's own words. The result would be a well-written substitute of the original and is called **Executive Summary**.
- While re-writing in different words, care should be taken that the overall main idea of the original is not lost. Rather, it should be presented in clear, brief and easy to read and understand terms.
- A first draft should be prepared. One should make certain that it is not a critical summary. One's own ideas and/ or opinions cannot be added to a summary.
- It is important to re-check that all the main ideas have been included; the language and expressions are easy to read and understand; and it is not unnecessarily long/ lengthy.

SQ3R Technique

This is an important technique which can be applied while making a summary.

Survey: A quick reading should be given to the original, looking for the section heads and sub-heads.

Question: What do the headings convey? What are the illustrations showing? What is the overall point expressed?

Read: The person should read from the introduction to the conclusion, making sure nothing is missed. All key words should be marked.

Recall: Everything that has been read should be recalled/ remembered.

Review: The summary should be re-read to check if all that has been recalled is correct.

NOTE— A summary writer should learn to deal with difficult words, try to find their easier meanings, and write short and simple sentences. She/ he should make certain that there is no vagueness/ uncertainty and the meaning is clear.

Things to be kept in mind while writing a summary

- ✚ One should know one's audience— what do they require.
- ✚ What is the purpose of summary writing?
- ✚ The main ideas and key words should be properly highlighted through bullet points, numberings, italics, bold and/ or underlines.
- ✚ The language should be simple and catchy so that the reader wants to read the original essay/ report after reading the summary.
- ✚ Literary words and phrases are not required.
- ✚ Jargon, clichés and technical words should not be repeated.

✚ Spellings, expressions and grammar should be checked so that the summary is correct and error-free

NOTE— A **title** should be given to the summary. The title should clearly indicate what the summary is about.