

Summary Writing

- 1) What is summary?
- A summary means to convey all or most of a section of text using a reduced number of words.
- Summaries in business may be written in the form of an advertisement or notice, an article for the staff newsletter, a handout for issue to trainees.



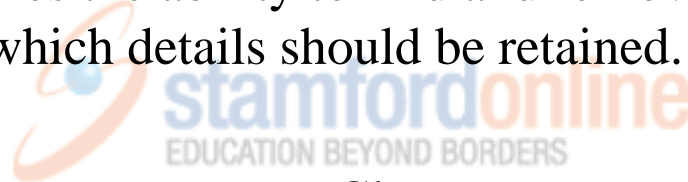
- Using synonyms.
- When summarising or reformulating, use your own words as far as possible.
- Example:
 - 1) huge - **large**
 - 2) apparent - **clear**
 - 3) objective - **aim**
 - 4) reluctant - **sceptical**
 - 5) inadequate - **insufficient**
 - 6) terminate - **end**



- Reducing phrases.
- There are many expressions in the English language which are long-winded and could be expressed in a simpler or shorter way.
- Example:
 - 1) in the near future - **scan**
 - 2) always bear in mind - **consider**
 - 3) owned by private individuals - **privately owned**
 - 4) make a record of all appointments - **record all appointments.**
 - 5) on the day of the interview - **on interview day.**

- Replace the sections in italics by providing just one word.
- 1) When the meeting is over, you must produce the *accurate transcript of the main discussions which took place and the decisions made.*
- **Minutes.**
- 2) The next meeting of the Board is coming up soon. I must prepare the *list of items to be discussed at the meeting.*
- **Agenda.**

- Retain or remove?
- Summarising requires the ability to find and remove unimportant details, or choose which details should be retained.



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| • Categories | Clues |
| • 1. Example | For example, E.g. |
| • 2. Definitions | This is ..., This means ... |
| • 3. Rephrasing | In other words ..., That is ... |
| • 4. Additions | ..., especially |
| • | ..., particularly ... |

- Counting the words.
- 1) Use no more than 160 words.
- Do not exceed 160 words. 150 -160 will normally be accepted, but anything less than 155 will be penalised.
- 2) Use approximately 160 words.
- 155 - 165 will not be penalised.

