



## How to write a summary

The summary presents the most important points of a text. The following suggestions might help you:

### Preparing the summary

1. Read the text several times.
2. Make notes on the most important points: concentrate on the basic ideas, facts and arguments.
3. Identify the key words of each paragraph.

### Writing the summary

1. Sum up the contents of a paragraph. Use your own words.
2. Use the present tense.
3. Leave out details, examples, quotations, dialogue, direct speech.
4. Most important of all: no personal opinion..
5. Your summary should be between one third and one fifth of the original text.

**Hint:** Think about how you could express the main ideas from the text differently. Check the Cambridge Dictionary to find synonyms.