

Summarising a Text

When summarising:

1. Read the text and Don't let the terminology scare you
2. Decide what aspects of the chapter/article are most important (main supporting ideas, or sections, of the article)
3. For each of these most important aspects, ask: "What was this text about?"
4. Write down your answer. Your answer :
 - Should be a complete sentence or two
 - Should cover the main point and key ideas
 - **Should be in your own words**
 - Shouldn't just be a word or two

Example:

Take the following paragraph from a text:

Screech! When a driver pushes on the brake pedal, it starts a process that causes the vehicle to stop. You literally trust braking systems with your life every time you get into a vehicle or cross a busy intersection, but how does this process work? It begins when the pedal is pushed. At this moment brake fluid is released into the area where the braking mechanisms are located. As the fluid collects, leverage is created, which causes a friction to be applied. If the braking system is functioning properly, this friction will create a force that will cause the wheels to stop and allow you to reach your destination safely.

This is a possible summary:

When you step on the brakes, fluid is stored in the braking mechanism area. This creates friction on the wheels and it makes the vehicle stop.

Reference: <https://www.ereadingworksheets.com/reading...worksheets/summarizing-practice.ppt>