



## Summarising a written text

Here are some hints for summarising a text:

- Read the original text thoroughly to make sure you understand its overall meaning.
- Be aware that sometimes you might have to 'read between the lines' to pick up 'hidden' information.
- Use a dictionary or ask someone who knows to help you find the meaning of any unfamiliar words.
- Underline or highlight the main points of the text, ignoring any unnecessary facts, descriptions or opinions. Make a note of the most important details - you could even draw a diagram or use pictures if this helps.
- Link together the key points using sentences or paragraphs, as appropriate. If images provide additional meaning then these can also be included in your summary.
- Use headings or sub-headings if the text you're shortening is long.
- Read your draft to make sure you haven't lost the overall point of the original information. Make amendments to your draft, as necessary.

Remember:

- A written summary should be a brief, 'easy to read' version of a longer piece of writing.
- A summary must contain the main points of the original text and should be written in your own words. Don't just copy out chunks of the original version.
- Write your summary using correct grammar, punctuation and sentences.
- A summary does not need to contain information, descriptions or opinions that do not support the general meaning of the text.