

Summary writing

What is a summary-

Summary is a brief and concise information/ content/ presentation. It conveys main ideas, from original written content. It is an important language skill. Summary enables one to speak what is required and to write what is necessary. It is done quite precisely and coherently. There should be logical link between the main ideas or points.

The skill of making summary can be developed by practice.

Purpose of summary

The purpose of summary is to give the reader a clear, objective picture of the original text.

A good summary consists of

- Only main points of the text or lecture.
- It need not give examples, details such as dates, numbers, statistics etc.
- Omit describing words, definitions, repetitions, comparisons etc.
- Use content words and connect the core information with proper linking words or connectors. (Omit details)
- Avoid your own opinion or interpretation.
- Avoid quotations, anecdotes, examples etc.

Summarizing is a very useful skill for college students like you. There are many occasions when you have to summarize a long text for example when you are referring to a book on your subject in the library, you cannot take down every word. You must summarize the main points only. Even when you are telling your friend the story of a film you have to be brief.

Activity:

Think of other occasions when you need to summarize.

Elicit answer: -----
-----.

Question: write a summary of the following passage up to one third of its original length. Suggest a suitable title

Text 'A'

In this selfish world, man has one friend who is totally and unselfish. That is his dog. He is never ungrateful. He never leaves his master.

A man's dog is loyal to him in wealth and property, in health and sickness. He will sleep on the cold ground when the winter is severe. His only wish is to be with his master. Even when his master has no food to offer, the dog licks his hand. He guards the sleep of his master as though he were a prince.

When all other friends desert his master, he remains. He is as steady in his love as the sun in his journey through the Heavens. Even if the master becomes friendless and homeless,

the Faithful dog remains true to him. He guards his master against dangers and fights against his enemies.

Even when the master dies and his body is buried in the cold ground, the dog does not leave him. He stays by the grave side, his head between his paws and his eyes sad. But he is always alert and watchful, faithful and true even in death. (187 words)

Text 'B'

Summary:

Man's Best Friend

The dog is an unselfish, faithful, and loving friend of man. He follows his master whether he is rich or poor, healthy or sick. A man may lose his fame, money or friends, but never his dog. Even during his worst misfortunes, the dog protects his master and fights against his enemies. When the master dies, the dog watches over his grave. (62 words)

Explanation:

You must have guessed that Text 'B' is a summary of Text 'A'.

Let us now see what the differences between the two are.

a) Text 'A' has 188 words

Text 'B' has 62 words

b) Text 'B' gives a summary of Text 'A'

c) Text 'A' has four paragraphs

Text 'B' has only one

d) Text 'A' - has no title

Text 'B' - has a title- 'Man's Best Friend' (can you think of a better title?)

e) After reading the Text 'B'- Do you find any sentence copied word to word from Text 'A'? - No. it is written in simpler words

f) Important ideas / points in the text 'A'

Paragraph 1 - Dog - man's most loyal friend.

Paragraph 2 - Dog devoted to master - at all times

Paragraph 3 - Dog loves, Guards master

Paragraph 4 - Dog loyal even in death.

Steps to Remember

- 1) Reduce the length of the passage.
- 2) Write the summary in a single paragraph.
- 3) Give a title to your summary.
- 4) Write the summary in your own words - with the help of main points.
- 5) Include only the main ideas.

Demonstration Summaries

Sr. No.	Small passages	Techniques used	Summaries
1	Television is a modern electronic medium. It is very popular among the masses. It is an audio visual means of communication. It is an effective means of information of news and events from all over the world. It also entertains people by means of broadcasting cinema, serials etc. Television is also an effective means of education by means of advertisements and documentary films, interviews etc. (65 words)	Use and linking of content words (Nouns)	Television is an audio visual means of mass communication. It is an effective means of information, entertainment and education.
2	A person, whom the police caught and put in the prison, ran away. (13 words)	One word substitution	The Prisoner ran away. (4 words)
3	Now a day it becomes compulsory for the citizens to cover their nose and mouth with a protective piece of cloth to avoid infection of a deadly corona virus. (29 words)	Avoid definition	Citizens need to use mask to protect from viral infection. (10 words)
4	In the classroom the teacher uses a rectangular shaped black wooden surface mounted on the wall to write and explain new words, concepts and ideas. (25 words)	Avoid definition	The teacher uses the blackboard to write and explain concepts in the class. (13 words)
5	We instinctively turn to the outdoor activities and nature as a way of relaxing and enhancing our wellbeing. Nature soothes and nurtures. Nature fulfills and motivates. Nature whispers and commands. (29 words)	Combining content words (Verbs)	We instinctively turn to nature to relax and enhance ourselves. Nature soothes, nurtures, motivates, whispers, and commands. (18 words)
6	There are many evils in our society. Some of them are dangerous. One of them is the dowry system. (19 words)	Avoid unnecessary verbose	Dowry system is one of the dangerous social evils in our society. (12 words)
7	Madam Curie was born on 7 November 1867. She was born in Warsaw. Warsaw is the capital of Poland. (19 words)	Avoid repetition	Madam Curie was born in Warsaw the capital of Poland on 7 November 1867. (14 words)
8	Mr. Lahase was clerk. He worked with the Ministry of education. His wife was pretty. She was greedy too. (20 words)	Use of noun in apposition	Mr. Lahase, a clerk in the Ministry of education, has a pretty and greedy wife. (15 words)
9	I read the book which tells the story of events in the life of the father of the nation, Mahatma Gandhi. I was highly impressed by that book. (28 Words)	One word substitution.	I read Mahatma Gandhi's autobiography and got impressed by it. (10 Words)

Summaries the following passage reducing it to about one-third its length:-

The crown and glory of life is character. It is the noblest possession of man, constituting a rank in itself, dignifying every station, and exalting every position in society. It exercises a great power than wealth, and secures all the honour without the jealousies of fame. It carries with it an influence which always tells; for it is the result of proved honour, rectitude and consistency - qualities which, perhaps more than any other, command the general confidence and respect of mankind. As daylight can be seen through very small holes, so little things will illustrate a person's character. Indeed character consists in little acts, well and honourably performed, daily life being the quarry from which we built it up, and rough-hew the habits which form it.

- Smiles

Title: ***The Value of Character.***

Main points:

- (1) Character is the crown and glory of life.
- (2) It is more powerful than wealth and brings honour.
- (3) It commands the confidence and respect of mankind.
- (4) Character consists the little acts.
- (5) It is build up by the honourable performance of duties.

Summary

The value of character

Character is the crown and glory of life. It is the noblest possession of man. It exalts his position. It is more powerful than wealth, and brings honour without exciting jealousy. It is the result of rectitude and consistency - qualities which all respect. It consists in little acts honourably done. Character can be built by the honorable performance of our duties and by the formation of good habits.