

Summary Writing

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**DO YOU KNOW HOW TO WRITE A
SUMMARY?**

WHAT IS IT?

- A summary is a short, concise method of stating the main idea.
- A summary condenses a larger piece of work down to its essential parts.
- It can be thought of as a study outline that is connected by sentences rather than numbers, letters, or indentations.

THE IMPORTANCE OF THE SUMMARY

Knowing how to write a summary is a beneficial tool in college, because it checks your understanding of the reading materials.

It can be used as a study guide in preparing for exams.

A summary forces you to think about the information that you've read and taken notes from.

WHAT A SUMMARY SHOULD INCLUDE:

- The main idea of the selection.
- The most essential supporting details or explanations.
- Only the information you have read.
- Objective and factual information from the reading.
- 1/4 the length of the original essay.

WHAT A SUMMARY SHOULD NOT INCLUDE:

Your opinion.

What you think the author should have said.

Copied material or a string of quotes from the selection.

Hints for writing a brief summary for a paragraph

HOW INNOVATION WORKS

The chief way in which innovation changes our lives is by enabling people to work for each other. As I have argued before, the main theme of human history is that we become steadily more specialized in what we produce, and steadily more diversified in what we consume: we move away from precarious self-sufficiency to safer mutual interdependence. By concentrating on serving other people's needs for forty hours a week – which we call a job – you can spend the other seventy-two hours (not counting fifty-six hours in bed) drawing upon the services provided to you by other people. Innovation has made it possible to work for a fraction of a second so as to be able to afford to turn on an electric lamp for an hour, providing the quantity of light that would have required a whole day's work if you had to make it yourself by collecting and refining sesame oil or lamb fat to burn in a simple lamp, as much of humanity did in the not so distant past.

Most innovation is a gradual process. The modern obsession with disruptive innovation, a phrase coined by the Harvard professor Clayton Christensen in 1995, is misleading. Even when a new technology does upend an old one, as digital media has done to newspapers, the effect begins very slowly, gathers pace gradually and works by increments, not leaps and bounds. Innovation often disappoints in its early years, only to exceed expectations once

- Read the paragraph looking for all the important ideas and facts.

~~REFUGEE'S
WELCOME~~

- Cross out any information that is not important.

An ^{AA}ideal ^Ncitizen is one who does nothing against the interests of his country. He is the ^Spride of his nation. He behaves responsibly in every field of life. He is ^Sconscious of his rights and also of his duties. With him duty comes first. He knows that it is impossible to enjoy one's rights without performing one's duties sincerely. He never encroaches upon the rights of others. He has all the qualities of a good neighbor. He never does anything that might cause inconvenience to others. He is a law-abiding citizen. He obeys all the laws of the state. He pays all the taxes that are due to him. He knows that it is only through taxes that all the projects of public welfare are carried out. He is not narrow-minded. He is above the considerations of cast and creed. He works for national unity. Patriotism is the highest religion for him. He is wide-awake and takes an active part in national affairs. He keeps his eyes and ears open. He is aware of everything happening around him. He

- Underline key words and phrases that support the main idea.