

Summary

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Terminology

Summarizing

shortened essential ideas of a long text

Quoting

exact original sentence

– famous author

-- complex language

Paraphrase

a long sentence that carries a lot of important information but is too simple for quoting

Summarizing and paraphrasing

- Summarizing is one of the most essential skills in academia or workplace. We often need to back up our ideas by experts.

Why summarize?

- To better understand the words of the researchers
- To adapt the complexity of the language or thought to a specific audience
- To create your credibility by offering expert support
- Not to be accused of plagiarism

Paraphrase toolbox

- Read the original carefully for a general idea of its meaning.
- Circle the key words or phrases, ideas that you cannot leave out.
- Using a combination of the six paraphrasing tools described below, change the grammar, vocabulary and sentence structure of the original.
- Compare your paraphrase with the original to see if it fits the criteria of a good paraphrase.

6 paraphrasing tools

1. Find synonyms

The tiger quickly disappeared into the trees.

2. Change the verb to negative.

The nervous student was awake all night.

3. Change voice: active---passive

The voucher was sent by the testing service on August 3rd.

4. Change parts of speech: nouns - -verbs, verbs --adj.

- The teacher helped the student finish her class registration form.

- The big cat vanished into the forest.
- The nervous student didn't sleep all night.
- The testing service sent the voucher on August 3rd.
- The teacher helped the student register for classes

6 paraphrasing tools

5. **Combine sentences:** Use new connecting words to combine shorter phrases and sentences.

Paraphrasing is a skill students need to learn. It is an important part of academic writing.

6. **Move phrases. Change the sentence structure.**

Yesterday, I stayed in the library until midnight and finished my homework.

- Paraphrasing, which is a skill students need to learn, is an important part of academic writing.
- As paraphrasing is essential for academic writing, students must learn it.
- I finished my homework at midnight in the library yesterday.

Every night Esther escaped

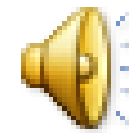
alone
Night after night I would steal away by myself and
To village end

To see the sunset
go to the border of the village to watch the sun

To stare at the horizon
to gaze at the far line of sky

and prairie, to long and long for my father's lodge
To miss father's home

(Lines from the original 1-3).



Click to listen

Always change grammar!

- **Every night Esther escaped alone to the village end to see the sunset in the foothills, to stare at the horizon and the prairie, and to miss her fathers home.**
- **To miss her father's home, Esther ran to the end of the village every night alone where she saw the sunset in the foothills, and gazed at the horizon and the prairie.**

Always document

- **To miss her father's home, Esther escaped to the end of the village every night alone where she saw the sunset in the foothills, and stared at the horizon and the prairie (35).**

**Pauline Johnson, "As It Was in the Beginning",
p. 35**

Step 1



Read very carefully.

Annotate the text—underline main ideas

Use your notes.

When you pick an article always save reference information

Author+ title

Official article summary

- The first sentence--main idea or point of the whole article.
- Sentence 2—article organization. Inform how the author organized the article – presented 3 reasons, provided history of the issue, offered several solutions, etc.
- Sentence 3-5 –main arguments or points in the article
- Sentence 6-10 – specific examples that will be really useful.



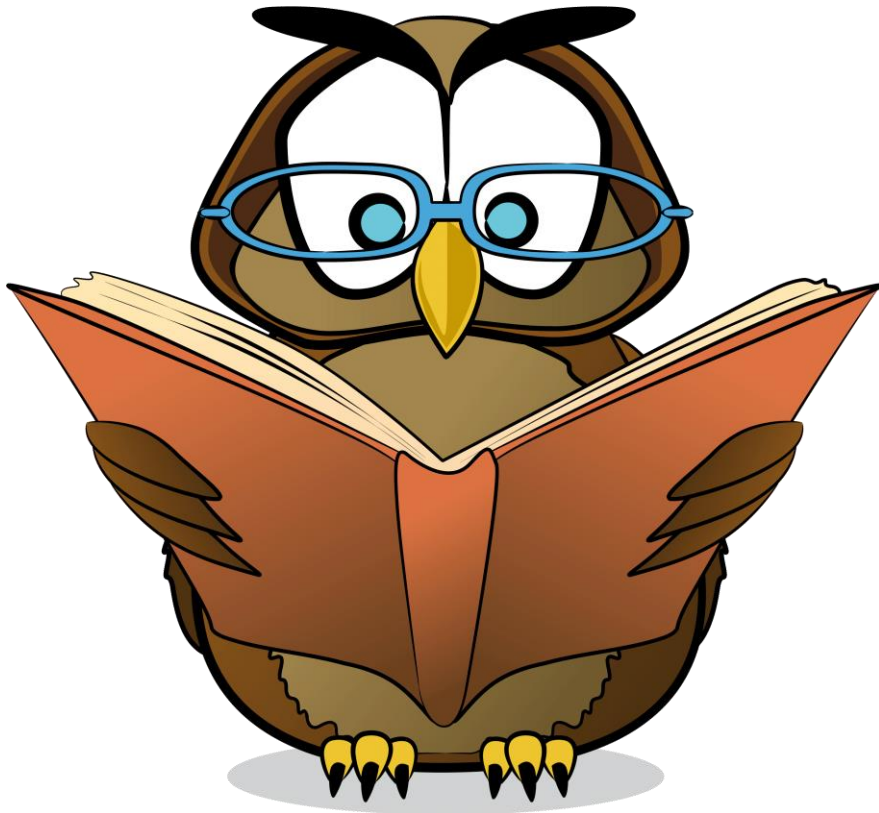
Caution!

- Keeping any of the same vocabulary is plagiarism, even if cited
- Maintaining the original order of ideas is plagiarism, even if cited
- Do not change the meaning or original intent
- Be shorter than the original
- Cite the original source



For more information

- Please check Purdue Owl for more information



Click on the owl. If it does not work:

https://owl.purdue.edu/owl/english_as_a_second_language/esl_students/paraphrasing_and_summary/paraphrasing_and_summary.html

References

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