

Summary

Tips and tops

Definition:

A **summary** begins with an introductory sentence that states the **text's** title, author and main point of the **text** as you see it. A **summary** is written in your own words. A **summary** contains only the ideas of the original **text**. Do not insert any of your own opinions, interpretations, deductions or comments into a **summary**.

Remember to summarize the text you have read. Use the following tips:

1. **Shorten the text** in such a way that all facts are in the summary. Leave out examples, evaluations and interpretations.
2. **Skim** the text. You should know what is the **main content** of it. Read the headline carefully. Read the text again to understand more **details**. You must have understood the whole text.
3. Make **notes** (use keywords). Underline important words in the text.
4. **Form** sentences with the help of your **keywords**. These sentences should reflect the main content of the text.
5. **Connect the sentences** using suitable conjunctions. The first sentence should describe the main content of the text.
6. Use **Simple Present** or **Simple Past**. Write sentences in Reported speech.
7. Sometimes you have to **change the persons**.
8. **Check** your summary. Watch out for spelling mistakes.

Tips:

1. When writing a summary, remember that it should be in the form of a paragraph.
2. A summary begins with an introductory sentence that states the text's title, author and main point of the text as you see it.
3. A summary is written in your own words.
4. A summary contains only the ideas of the original text. Do not insert any of your own opinions, interpretations, deductions or comments into a summary.
5. Identify in order the significant sub-claims the author uses to defend the main point.
6. Copy word-for-word three separate passages from the essay that you think support and/or defend the main point of the essay as you see it.

Sample Passage:

The Black Death was a devastating global epidemic of bubonic plague that struck Europe and Asia in the mid-1300s. The plague arrived in Europe in October 1347, when 12 ships from the Black Sea docked at the Sicilian port of Messina. People gathered on the docks were met with a horrifying surprise: Most sailors aboard the ships were dead, and those still alive were gravely ill and covered in black boils that oozed blood and pus. Sicilian authorities hastily ordered the fleet of “death ships” out of the harbor, but it was too late: Over the next five years, the Black Death would kill more than 20 million people in Europe—almost one-third of the continent’s population.

Today, scientists understand that the Black Death, now known as the plague, is spread by a bacillus called *Yersinia pestis*. (The French biologist Alexandre Yersin discovered this germ at the end of the 19th century.)

They know that the bacillus travels from person to person [through the air](#), as well as through the bite of infected fleas and rats. Both of these pests could be found almost everywhere in medieval Europe, but they were particularly at home aboard ships of all kinds—which is how the deadly plague made its way through one European port city after another.