

Writing Review: [http://www.gutenberg.org/cache/epub/1/pg1.html](#) – now you will have to “fix” the document by removing all the extra “empty” pages.

Writing a Summary

A summary is a simplified (abbreviated) account, in your own words, of a longer piece of writing. In writing a summary only the main points are required. This is done by eliminating unnecessary information such as repetitions, qualifications, descriptions and quotations. By writing your own words, you will indicate that you understand the message from the text. A summary is a supported statement; so you will therefore, be writing it in your own words.

When writing a summary, you need the passage clearly in order for you to grasp the general overview of the content. Then extract the passage and underline the key sentence or main paragraphs. This is often the first sentence of the paragraph and what follows usually underlines it. And these main points, in general, is important to write in your own words, however, you are allowed to copy some of your underlined/bolded text from the text, just remember to keep the content in tact. On the other hand, if all the content of the summary is considering the main theme or logical sequence, remove the stuff and remove any unnecessary details or information, for example, references and definitions. Count the words. A summary is to be no longer than one third the length of the original, add up word counts or phrases to make the product standard and consistent instead of the original. Still, your summary the spelling, or grammatical errors, though, is short this is necessary. Besides, your final draft is valuable, checking that you have used your own words. Make the number of words fit information just better your summary.

Summarizing is an skill. It involves you to be able to get insights for the point. It forces you to condense and simplify your material. Necessary writing goes hand in hand with analytical skills. The ability to summarize will aid you most easily in your education, that, in your career, as well.