

A summary is a brief version of a longer work. It is used as an overview of the whole work, which makes the process of reading easier for the readers. Even though you might have read a lot of summaries, it can be a difficult task for you when you are asked to write one. This article provides you with a few tips to help you write a great summary.

What Is a Summary?

A summary is a brief description that covers only the important highlights of a text and ignores the other parts. It gives the readers an idea of what a book, a poem, a story, a play, etc., is about. While writing a summary, you must cover all the major facts and important details of the text. The best way to write a summary is to adhere to facts and leave out opinions and suggestions. Summary writing has to be factual and precise.

How to Write a Summary?

You can call someone a skilled writer if they know how to write a summary. Go through the following steps to learn how to write a summary.

Step 1: Reading the Full Text

The first and obvious thing to do before writing the summary is to read the full text which is to be summarised. It is the first thing to do before writing the summary. The readers of your summary must trust you as a writer, and to build that trust, you will have to read the text carefully and decide the format of your summary. If you are thinking of listening to the text from someone and then writing the summary, then you might miss out on the essential information of the text. Therefore, it is advisable to read the text on your own and then write the summary.

Step 2: Listing Out the Key Points

After you have read the text, another essential step is to make a list of all the important points. While reading, you must have understood what the main points and the less important points are. After you have categorised the points, you can start outlining the summary. Examples, anecdotes, experiment procedures, references and the like can be ignored. If you are confused or not sure of the points you have jotted down, you can re-read the text and list out the significant points.

For example: while mentioning the characters of movies or novels, mention the major characters and not the secondary characters. The plot line can be written in short; do not narrate the whole story.

Step 3: Writing the Summary

Now, the first draft of the summary can be written. After you have read the text thoroughly and you know the points to focus on, you can start writing the first draft of the summary. It can be any kind of text, but it is always advisable to write in chronological order. The key here is to write the summary in your own words. Try not to copy or use the words used in the text. The intention behind a summary is to make the text simpler and understandable to the readers. The use of transitional words and phrases will help you connect the main points without it sounding absurd and disconnected.

Step 4: Editing and Proofreading

The summary has to be edited and proofread before you submit or publish it. It will help you remove unnecessary points and correct errors that might have gone unnoticed.