

How to write an effective and communicative summary

Below given is a checklist to help you write a good summary on a topic in a passage. The steps are given in the order and you can practice summary writing exercises by following them step by step.

Steps in writing summary (Time to be taken- approximately 20- 25 mints)

1. Read the question and underline the key words to identify what exactly are the topics required.
2. Skim the passage, locate the points and underline them with separate code for different topics. (a1, a2, a3... for first topic, b1, b2, b3 ...for second topic).
3. Take notes of those points without writing complete sentences. Points should be adequate and precise.
4. Arrange the points in a certain order. [Eg: Advantages and disadvantages: physical properties and mental aspects]
5. Give a title of your own to your summary. (not compulsory. Don't spend too much time in search of it).
6. Write those points in **sentences of your own** without looking into the given passage.
7. Have a quick test to match your sentences and the concerned parts in the passage.
8. Decide on the connectives and linking expressions that can be used to organise them into an appealing passage.
9. Adjust your sentences to the required word limit (120 words) (by deleting less important one or rephrasing with still less number of words if it is more than the limit, give a little more elaborations or examples if it is less than the needed length).
10. Write the summary by organising the sentences you have written into a passage using appropriate connectors and linking expressions.