

AYDI EST.

Open Learning & Translation

2021-2022

Fourth Year

First Term



5



Essay I

07.01.2022



د. دعاء سليمان

HELLO EVERYONE!

Good afternoon.

Today we are going to talk about “Summarizing”.

UNIT 3

SUMMARIZING

In this chapter, we are going to focus on summarizing. Summarizing is to restate one sentence or more. Paraphrasing is to rewrite what you have read, you read the idea then you say it again in other words, but summarizing is to extract the idea and write it down without adding anything.

Direct quoting is photocopying the words, you don't change anything. In both cases, paraphrasing and direct quoting, you have to show the reference or where you took the idea in order not to commit plagiarism “السرقعة الأدبية”.

It's really important to know how to summarize and how to paraphrase what you have read differently using different words.

Let's begin with page 64; the first paragraph is very important.

Writers use three basic techniques to represent information they acquire from sources.

1-First, they summarize the information by focusing on key elements and compacting or omitting details. Whether summaries are brief or comprehensive, they are attempts to capture the overall message.

2-Second, they paraphrase selected parts of sources by translating the entire selected piece directly into their own words.

3-Finally, they quote directly from original sources.

In summarizing, we talk about the main ideas, the overall message. We don't mention the details.

The main characteristic of the summary is that it should be *brief*, *shorter* than the source.

Summaries are shorter than the original message because they contain only the main ideas and main supporting ideas.

We don't usually include details unless they are very necessary. In this unit, because it is theoretical, you have only to focus on the titles.

3.3. Elements of a Summary

1. A summary contains only the most important information.

An effective summary answers the question: what are the main points of the original lecture, reading, or message? (What is the overall message?)

The summary is complete within itself.

2. A summary is concise

Because a good summary contains only the essential information, it is considerably shorter than the original. Your job as the summary writer is to distinguish the main, essential information from the examples and detail, so you will know what to include in your summary. The length of the summary may depend on the assignment given or the length and difficulty of the original.

This means that you should write concisely, not to forget anything yet, they should be short. The summary should be short and brief; this is because it contains only the main ideas of the paragraph.

3. A summary respects the author's original work

A summary respects the author's original work by:

- **Citing the author. (mention the name of the author and the book, the year of publishing, and so on)**
- **Objectively stating the author's ideas without additional ideas or interpretation.**
- **Using the author's exact sentences only in the proper form of quotation. (this is when you copy and paste the author's exact sentence, you should use the quotation marks)**

The summary shouldn't carry my own ideas. I should include the source of the author, writer, researcher that I am summarizing, otherwise it will be plagiarizing which is a crime, it is stealing someone else's words and ideas.

In this case, I am not respecting his efforts.

4. A summary follows an introduction/body/conclusion format

3.4. How to Summarize a Reading Passage

As you read, concentrate on the main ideas. Remember that you will focus on the main ideas when you write your writing.

1. Preview. First, quickly look at and skim parts of the reading that are likely (not always, most of the time) to contain main ideas: title, introduction, the first and last sentence of each paragraph, and the conclusion. Longer readings may also include subtitles, headings,

pictures, charts, graphs, and keywords in bold or italics. From this limited information, you can discover the general topic and ideas.

Ok. You read an idea and you want to summarize that idea.

What will you do?

2. Read. Read the entire passage. Continue to focus on main ideas. Highlight, underline, or number the main ideas.

3. Reread. Read it again (and again, if necessary) for greater understanding.

First of all, you preview it. Is that right?

You have a passage; you preview it quickly. After that, you reread it which you have to restate what you have read in that idea. Use your words concisely.

4. Take notes and organize. Look back at what you highlighted, underlined, or numbered in the reading. Begin your notes.

5. Write. In your first sentence, cite the author, the work, and the main idea. For example, *According to [author} in the article “XXX,” [author} states that...*

When you read, you start to put your notes about each idea, so once you start to organize your notes and order them adequately then you start to organize your thoughts and write them down.

In the body of the summary, use reporting verbs such as: The author believes, states, reports, says, discusses, notes, concludes...

Sometimes we see that the author is arguing for or against something, so here we have also to mention this information.

6. Revise. Check your summary for meaning, conciseness, and grammatical accuracy. Make certain it has a clear introduction, body, and conclusion and that the sentences are smoothly connected.

You have to check the spelling, the structure, the punctuation, and what you have written. You must pay attention that you captured all the points which are related to the main idea.

3.5. Organizing a Summary

The length of a summary depends on the length of the original text, but a good summary is organized in typical academic writing style:

Introduction: Begin with the title and author of the original work. Introduce the main idea of the original text.

it's similar to any paragraph.

Starting the introduction, after that the body paragraph, and in the end the conclusion.

3.6. Taking Notes for a Summary

A simple way to write a summary begins with note-taking

- For each paragraph in the reading, put a number on a piece of paper.

- Read paragraph 1 and on your paper write a sentence to express the main idea of the paragraph.

- Do the same for all the paragraphs in the reading. When you finish, you should be able to put your sentences together into a summary. Follow academic writing organization.

Sometimes you may find that successive paragraphs (two or more paragraphs in a row) contain only one idea. In this case, you may need to write only one sentence to express the main idea of a group of paragraphs.

On the other hand, sometimes one paragraph will contain more than one important idea, so you may need to write more than one sentence about this paragraph.

When we have many paragraphs, we divided them p1,2,3... etc. then we write down what is going to happen which makes it easier and clearer.

When we have two paragraphs with the same idea; in summarizing, we summarize them into one paragraph.

3.7.1. Summarizing Strategies

1. Annotate the text, labeling or underlining important material

2. Delete unimportant detail, examples, and redundancy.

3. Compress words in the original text into fewer words and provide general terms to cover several specific items.

4. Combine ideas in sentences and paragraphs.

5. Locate and emphasize the thesis and topic sentences. Invent thesis and topic sentences if none are found.

6. Identify and imitate the organizational pattern of the source.

There are nine organizational plans for academic writing: (1) time order, narration, process; (2) antecedent/consequent, cause/ effect; (3) description; (4) statement/response; (5) compare/contrast; (6) example; (7) analysis/classification; (8) definition; and (9) analogy. Each plan may be used to organize an entire piece of writing or only a small segment of it, and several patterns can be used simultaneously. As you are reading the source you will summarize, make a marginal note about its organizational plan. The organizational plan can thus provide the backbone for your summary.

7. Identify and incorporate the rhetorical context and the author's rhetorical purpose.

Reading the summary will help me to understand the whole passage.

3.8 The Summary Essay

I might ask you about these issues. Like, tell me about the most important part concerning the summary essay.

3.8.1. Elements in a Free-Standing Summary Essay

Introduction

- engages the reader with an interesting opening
- identifies the source (author, title)
- explains the topic of the source
- conveys the main perspective or thesis of the source

Body Paragraph Section

- discusses (in each paragraph) a key element of the source.
- links material together according to a clear plan, usually reflecting the organizational pattern of the source

Conclusion

- closes the essay by broadening the focus and placing the source in a larger context

Drawing on the strategies we have presented in this unit, let us outline the process of summary writing.

This is everything for today's lecture.

Thank you

صفحتنا ومجموعتنا على فيسبوك



Page:
Group:

مؤسسة العائدي للخدمات الطلابية
مكتبة العائدي - التعليم المفتوح - قسم الترجمة

