


Writing skills – How to write a summary?

Dos	Don'ts
<p>1 Before writing</p> <ul style="list-style-type: none">• Read the text carefully and highlight keywords and/or sentences.• Divide the text up into parts and find your own keywords to summarize each part.• Try to answer the 5 Ws (Who? What? When? Where? Why? How?) <p>2 Structure</p> <ul style="list-style-type: none">• Introduction: Write an introductory sentence. Include the name of the author, the type of text and the topic of the text.• Main part: Use your key words and sentences to summarise the text. Only include relevant information in a chronological order. <p>3 Language</p> <ul style="list-style-type: none">• Use your own words.• Use the present tense.• Use formal language.	<ul style="list-style-type: none">• Don't use the present progressive tense.• Don't give your own interpretation or opinion.• Don't use quotations from the text and direct speech.• Don't give details, e.g. examples, descriptive details etc. <p data-bbox="1050 622 1257 689">I just need the main ideas</p> 
<p>Language help:</p> <ul style="list-style-type: none">• Introductory sentence: The movie/book/TV-series, ..., produced/written by...deals with/is about...• Main part: The main character...	