Department of Human Sciences

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Groups: 6,7,8,9, and 10

How to Summarise a Text?

What is summarising?

Summarizing is the process of condensing a longer piece of text into a shorter version while retaining its main points, key ideas, and essential details. The purpose of summarizing is to capture the essence of the original text in a concise and digestible format, making it easier for readers to grasp the main message without having to read the entire text.

Main steps of summarising a text:

1. **Read thoroughly**: Understand the text's main points and arguments.

2. **Identify main idea**: Determine the central theme or message.

3. **Highlight key points**: Note down crucial information and supporting details.

4. **Condense**: Rewrite key points in your own words, omitting non-essential information.

5. **Organize**: Structure your summary logically, maintaining the original text's flow.

6. **Check for accuracy**: Ensure your summary accurately represents the text's main ideas.

7. **Shorten and simplify**: Refine your summary for clarity and brevity.

8. **Avoid personal opinion**: Stay objective, focusing on the author's ideas.

9. **Revise and proofread**: Edit your summary for clarity, coherence, and accuracy.

10. **Provide attribution**: Credit the original source if summarizing someone else's work.