

SUMMARIZING

Work in groups of three/four

- Spend 2-3': Check your own work
- Spend 3-5':
 - Find two friends of yours
 - Ask them to check your work on
 - Content; based on criteria of a good summary
 - Mechanics; punctuation, spelling, capitalization
 - Sentence structure

WHAT CRITERIA DO YOU TAKE INTO ACCOUNT WHEN SUMMARIZING A RESOURCE?

Work in groups of three/four and discuss the question, spend five to ten minutes!

Then, choose a representative of the group to present the discussion result!

Why Write a Summary?

- To help you understand the text and see its strengths and weaknesses.
- To teach you how to take notes while doing research papers.
- To help you find key points/ideas so that you can more easily answer essay questions on tests.
- To help you condense and present long stretches of information from a textbook or lecture.

Principles of Summarizing in Academic Writing

- a common activity in everyday life
- different kinds of summaries are needed in different situations
- be shorter than the sources
- should not merely be taken directly
- should not sound like a disjointed collection of points
- do not imitate the author of the text you are writing about
- to capture all the most important parts of the original
- do not include your own opinion
- introduce the author and title of the work in the opening sentence of your summary
- refer to authors in subsequent sentences by their last names only
- remember that it must be in your own words

Case

If a friend asks us about a book we are reading, we do not tell them about everything in the book.

Instead, we make a summary of the most interesting and important aspects.

Three Main Requirements

(Cf. San Diego University)

1. The summary should cover the original as a whole.
2. The material should be presented in a neutral fashion.
3. The summary should be a condensed version of the material, presented in your own words.

Summarizing Shorter Texts (ten pages or fewer) (Cf. Hunter College Reading/Writing Center)

1. Write a one-sentence summary of each paragraph.
2. Formulate a single sentence that summarizes the whole text.
3. Write a paragraph (or more): begin with the overall summary sentence and follow it with the paragraph summary sentences.
4. Rearrange and rewrite the paragraph to make it clear and concise, to eliminate repetition and relatively minor points, and to provide transitions. The final version should be a complete, unified, and coherent whole

Summarizing Longer Texts (eleven pages or more)

1. Outline the text. Break it down into its major sections--groups of paragraphs focused on a common topics--and list the main supporting points for each section.
2. Write a one or two sentence summary of each section.
3. Formulate a single sentence to summarize the whole text, looking at the author's thesis or topic sentences as a guide.
4. Write a paragraph (or more): begin with the overall summary sentence and follow it with the section summary sentences.
5. Rewrite and rearrange your paragraph(s) as needed to make your writing clear and concise, to eliminate relatively minor or repetitious points, and to provide transitions. Make sure your summary includes all the major supporting points of each idea. The final version should be a unified, complete, and coherent whole.

Complete the list of stages in a successful summary.

- a) Read the text carefully and check key vocabulary.
- b) Underline or highlight the
.....
- c) Make notes of these, taking care to
.....
- d) Write the summary using the notes, re-organising the
.....
- e) Check the summary to make sure no
..... have been omitted or distorted.

Example: Original Text

Researchers in France and the United States have recently reported that baboons are able to think abstractly. It has been known for some time that chimpanzees are capable of abstract thought, but baboons are a more distant relation to mankind. In the experiment, scientists trained two baboons to use a personal computer and a joystick. The animals had to match computer designs which were basically the same but had superficial differences. The baboons performed better than would be expected by chance. The researchers describe their study in an article in the *Journal of Experimental Psychology*.

Summary 1

French and American scientists have shown that baboons have the ability to think in an abstract way. The animals were taught to use a computer, and then had to select similar patterns, which they did at a rate better than chance.

Summary 2

Baboons are a kind of monkey more distant from man than chimpanzees. Although it is known that chimpanzees are able to think abstractly, until recently it was not clear if baboons could do the same. But new research has shown that this is so.

Summary 3

According to a recent article in the *Journal of Experimental Psychology*, baboons are able to think in an abstract way. The article describes how researchers trained two baboons to use a personal computer and a joystick. The animals did better than would be expected.

3a2

Iska's group

- Tell important part of a resource
- Be shorter than the original
- Use your own words
- Put forward key points
- No details
- No opinion

Hendra's group

- Be shorter
- Put forward identity; title, author
- Based on author's idea

Dewi's group

- Be shorter
- Use your own words
- Be W-H-based
- Use your own words
- No criticism
- Use key points

Silvi's group

- Be concise
- Be goal based
- Be shorter than the original
- Be based on author's idea

Daud's group

- Be shorter than the original
- Be brief
- Express the author's ideas

Result: a possible summary

Having presented by 5 groups, the discussion on “What criteria to take into account when summarizing a resource” summarizes that a summary presents an author’s ideas (4 groups) in W-H questions (1 group) by stating its identity; title and author (1 group), important parts (2 groups) and key points (2 groups) in brief (1 group). It should be shorter than the original (5 groups) and be written in our own words (2 groups). It should not cover details, opinions, and commentaries (1 group).

3a1

Novianti's group

- Content-based
- Relevant

Siti's group

- Shorter
- W-H based
- Use your own words

Gelar' group

- Resource identity
- Content-based
- Use your own words

Result: a possible summary

- Having presented by 3 groups, the discussion on “What criteria to take into account when summarizing a resource” results in that a summary presents the content of a resource as its author wants (2 groups) by stating its identity; title, author, and publisher explicitly (1 group). It should be shorter than the original (1 group) and be written in our own words (2 groups).

Annisa's group

- The discussion results in that there are **some things** to take account in summarizing **the** resource, we have to (1) read the whole text and (2) highlight the main points or important information. Then, (3) rewrite the **the** shorter version and (4) **simpler** using your own **word**, (5) usually using present tense. The summary has to be (6) written in chronological and (7) **arranged structure**. Finally, (8) review your summary to check whether the summary reflects the original text or not.

Agung's group

When summarizing the resource, we take:

- The main idea of each paragraph
- Important points that **is** stated **on** the resource **text**
- Writer's sight (?)
- The objectives of the resource
- The resource or conclusion from the study of the resource (?)

Agung's group (cont'd...)

Characteristics of (a) summary:

- Shorter than the original
- Use your own words
- No changing the original meaning of resource
- Use present tense

The steps to summarize the text:

- Read and analyze the text, the whole text
- Rearrange the main statements (?)
- Underline the important points
- Write the summary/sum up the text

Rini's group

- Get the important information/main idea
- **Be** Simpler and shorter than **the** original
- Use your own words
- Recheck its consistency
- Use present tense
- Edit your summary

Tini's group

- There are several aspects that we have to consider in summarizing **the** resources. We have to concern the author's main ideas and important information in the resources, and, then, rewrite it in our own words in a short form without changing the meaning. Don't forget to recheck the result.

3b1

Tini's group

- Concern author's main ideas
- Get the important information
- Ideas organization → not changing the meaning

Ilyas's group

- Get the main idea
- Elaborate the resource
- Simpler than the original
- Use your own words

Rini's group

- Represent the main ideas/important information
- Reread the original
- Highlight important information
- Recheck its consistence
- Edit the summary

Annisa's group

- Write the title of the resource
- Rearrange the structure
- Use present tense
- Be shorter than the original
- Steps:
 - Read
 - Formulate major points
 - Reread
 - Highlight important points
 - Check the order
 - Recheck its content
 - Sum up

Siti's group

- Steps:
 - Identify the content
 - Find out the main sentence
 - Reread & underline important points
 - Write ...
 - Check the summary content
- Be shorter than the original

Result: a possible summary

Having presented by 5 groups, the group discussion on “What to take into account when summarizing a resource” results in that a summary presents original ideas of its author (4 groups) by stating his/her key points (3 groups). It should be shorter than the original (3 groups). It is written in our own words (1 group) using present tense (1 group).

3b2

Peppy's group

- Take main points/ideas
- Use your own words

Dea's group

- Get important information

Euginia's group

- Get the data
- Take main points
- Support the arguments

Mery's group

- A brief form of a text
- Take main points
- Use conjunctions to connect main points

Belania's group

- Skim/scan the article
- Take main point
- Omitting examples
- Use your own words

Result: a possible summary

- The discussion of “What to take into account when summarizing” organized in five groups puts forward seven principles to make a good summary, among others are:
 - Length (1 group)
 - Use of own words (2 groups)
 - Getting important information (2 groups)
 - Use of skimming & scanning to get the gist (1 group)
 - Stating key points (4 groups)
 - Omitting examples (1 group)
 - Use of conjunctions to connect ideas (1 group)

Depag

Supriyanto's group

- Shorter than original sources
- Use your own words
- Content expresses original ideas
- Includes important ideas covered

Astuti's group

- 75% shorter than the original
- No comments
- Take author's points of view
- Use your own words
- Use present tense

Sri's group

- Use present tense
- Use your own words
- indirectly
- Put on general ideas
- Reduce larger work

Umi's group

- Cover author's ideas/opinions
- Take main points

Mahniar's group

- Keep main points of the author
- Cover the author's topic, main idea,....
- Use your own words
- shorter than the original

Nurmalita's group

- Note key points
- Paraphrase author's ideas
- Put forward supporting points
- Consider what to quote
- shorter than the original
- Use present tense

Result: a possible summary

The discussion of “What to take into account when summarizing” organized in six groups puts forward seven principles to make a good summary, among others are:

1. Length (5 groups)
2. Use of own words (5 groups)
3. Expressing original ideas of the author (5 groups)
4. No comments (1 group)
5. Use of present tense (3 groups)
6. Use of indirection/no imitation (1 group)
7. Stating key points (2 groups)

Example: The next text...

Good note-taking technique can greatly improve the quality of your paraphrases. When taking notes, do not copy directly from a source into your notes unless you intend to quote that source directly. Rather, read carefully, take time to think, and then write down, in your own words, the main ideas of what you have read. Of course, be sure to note the source for proper citation. These notes will then become the basis of your paraphrase. Skipping the note-taking step and paraphrasing directly from a source into a draft of your work not only limits your ability to think through the ideas for yourself but also increases the likelihood that you will commit negligent plagiarism. Use note taking as an opportunity to develop and organize your own ideas.

Result: a possible summary

A proper note taking technique will bring about a good paraphrase of an original resource. The result is not a direct copy of the original. The technique will help you get inspired and manage your own ideas, and avoid to commit plagiarism.