

## Summarizing Script - Introduction

Introduction to Summarizing

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This is a tutorial to help students summarize in their academic writing.

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In this tutorial we will look at the following issues

We'll look at what exactly a summary is. Then we'll look at what the uses are for summaries. Then we'll go through an example of a summary.

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According to the Collins English dictionary, a summary is a brief account, giving the main points of something, a gist or essence or giving a general idea of something. A summary is a condensed version of the original text. A good summary is where the main ideas of the text are conveyed to the reader.

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Summarizing shouldn't be new to you. You do it every day when you tell a friend about a conversation, movie or lecture. The one important thing about summarizing is that it isn't an analysis. That is, you don't insert your opinion or bias when you are writing an academic summary. It is, essentially, a shorter version of what you read or heard, highlighting the main points. People who read a summary understand it to be a representation of the original text, so you need to be as close as possible to the original author's intent.

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In North America, time is money, and this is at least one of the reasons we are direct in our dealings and our writing. Conciseness – using the fewest amount of words to convey the meaning is valued in our writing, so learning to write summaries, accurately condense a long piece of writing - I is not only going to benefit you in your academic career, but also in your life outside of university.

A person in business will have to write things like an executive summary or may have to summarize surveys, meetings, which is really minutes, or a financial situation.

In the education field, students and professors have to summarize theories, an expert's opinion or write an abstract, a literature review, or an experiment's findings.

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Here is an example of a summary. Please pause the Comcast and read over the original text.

I have highlighted what I think are the main ideas in the original text. It looks to me that the points that this author, Mathews, is trying to make is to give reasons why plagiarism is becoming such an issue – technology and poor instruction in high school, and then to give a solution, that students should have to sign some sort of promissory document that they haven't plagiarized.

If you look now at the summary, you'll find that I have covered the main points.

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These are the references used in this Comcast.

Slide 8

Thank you for watching and listening to Introduction to Summaries. In the next Comcast, I will show you how to break down an original text and find the main ideas.