

Introduction

In the preceding unit we learned about paraphrasing a text in our own words. We emphasised that paraphrasing is an essential skill that can be used to develop better understanding of the concepts and opinions expressed by an author. In this unit we will learn about summarising and how you can master this important skill. But before we start learning about summarising, we need to know what the difference is between paraphrasing and summarising?

What is the difference between

SUMMARIZING	PARAPHRASING
<p>Summarizing involves putting the main idea(s) into your own words, including only the main point(s). Once again, it is necessary to attribute summarized ideas to the original source.</p> <p>Summaries are significantly shorter than the original and take a broad overview of the source material.</p> <p style="text-align: center;">summarize = make notes</p>	<p>Paraphrasing involves putting a passage from source material into your own words. A paraphrase must also be attributed to the original source.</p> <p>Paraphrased material is usually shorter than the original passage, taking a somewhat broader segment of the source and condensing it slightly.</p> <p style="text-align: center;">paraphrase = synthesis</p>

DID YOU KNOW: Summarising is an essential skill. It is something that we do everyday. We are summarising when we tell our friend(s) briefly what a movie is about, give someone a gist of what we did that day, inform someone of how we come to a decision about something, etc.

Learning Content

Please read the prescribed readings for Week 4 below. Employ the critical reading skills/techniques you developed in week 1 while reading through the readings below.

To open each resource, please click on the corresponding link and it will take you to where you need to be.

Summarising and reading: Determining the Main Idea



<https://www.youtube.com/watch?v=LbO3IRXT0ww>

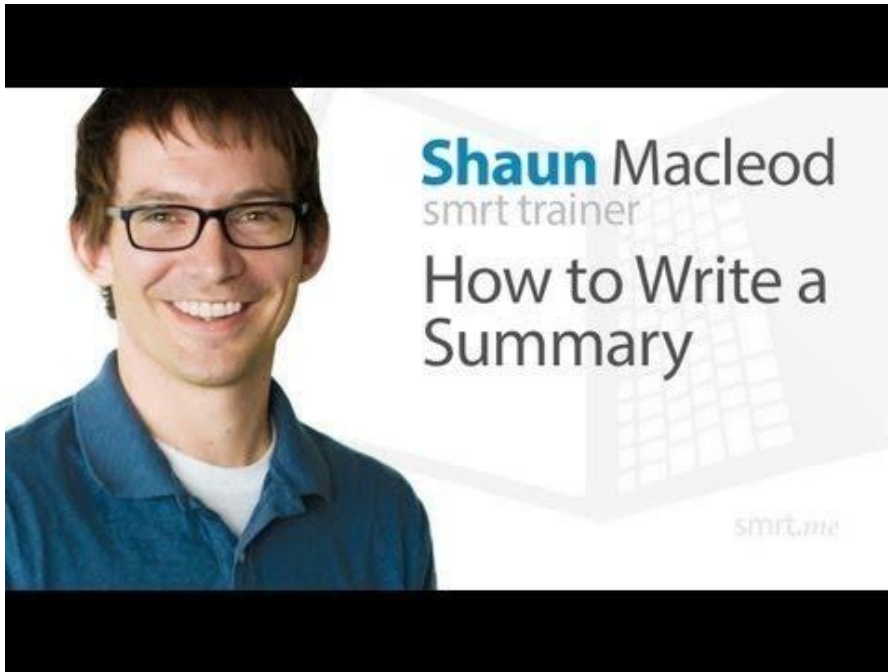
The 8 steps of summarising

Please follow this link to understand the 8 easy step to writing effective summaries: [How to Write a Summary in 8 Steps adapted.pdf](#)



How to write a summary

Read this example and then watch the video afterwards: [How to Write a Summary.pdf](#)



<https://www.youtube.com/watch?v=eGWO1ldEhtQ>

Listen to the Podcast on how to Summarise like a Pro by clicking on this link and listen to this interesting podcast:









<https://podcasts.google.com/?feed=aHR0cHM6Ly93d3cubGluZ3EuY29tL2l0dW5lcy8zODQzNA&episode=aHR0cHM6Ly9zMy5hbWF6b25hd3MuY29tL21lZGlhLmxpbmdxLmNvbS9yZXNvdXJjZXNvY29udGVudHMvYXVkaW9ub3JtL3Jlc291cmNlcy9jb250ZW50cy9hdWRpby8yMDA5LzA5LzI2LzA5LTE2LTA5c3VtbWVyaS4zNTAwN2E1MGJjNDIuTXAz&ved=0CAgQgMYCahcKEwiA1e3Up-joAhUAAAAAHQAAAAAQFg&hl=en-ZA>

While you are reading and listening, please use a notebook to summarise the important aspects of Summarising. The table below differentiates between what is to be expected and not expected from a summary.

What Is A Summary?

A summary...

A summary is not...

 <p>...uses Sentences which are re-written in your own words.</p>	 <p>...Sentences/paragraphs which are copied word for word from the text.</p>
 <p>...shows an understanding of the <u>meaning</u> of the article using <u>your own words</u>.</p>	 <p>...copied sentences from the article with no further writing to show your understanding.</p>
 <p>...uses key words from the text showing understanding of the subject.</p>	 <p>...a dictionary entry of the new words in the text.</p>
 <p>...uses a sentence to explain each sub-section (paragraph) and only the important ideas.</p>	 <p>...and should not be as long as the original article.</p>

Sea of Knowledge

Practice your summarising skills by reading this article and summarising it in less than 3000 words: [Waste Disposal of Medicine.docx](#)

Summaries:

- Should be written in your own words;
- Should match the tone of the original text;
- Should make specific reference to the author and/or title and the page(s) of the text; and
- Should not include any of your opinion.