

When you summarize texts,

- Be relevant.
- Identify authors' positions & attitudes.

The Length of a Summary

In connection to your own purpose, a summary can be

- sentence-long
- paragraph-long
- page-long

2 Types of Summary

- Descriptive summary
- Comparative summary

How to Summarize

- Read the entire text carefully.
- Locate the section(s) most relevant to your own purpose.
- Highlight the main info.
- Write down the main points **IN YOUR OWN WORDS.**

And. . .

- Keep specialized vocabulary or technical terms.
- Weave your summary smoothly into your own text.
- Acknowledge the source.
- Be consistent with a citation style.

Paraphrase

- Paraphrasing is rewriting the content of the original text without changing the meaning of it.
- A paraphrase should be of the same length as the original text.

How to Paraphrase

- Read the original text carefully and take notes if necessary.
- Make sure you understand fully the text & the author's stance and attitude.
- Write **IN YOUR OWN WORDS** without looking at the text.

And . . .

- Change the sentence structure & the way info is arranged in the original text.
- Be careful in using synonyms.
- Make sure your rewriting captures all the main points.
- Acknowledge the source.

You need to acknowledge the source when you

- copy the exact words or a unique phrase.
- use words or ideas presented in a magazine, book, newspaper, song, TV program, movie, Web page, letter, or any other medium.

And . . .

- reprint any diagrams, illustrations, charts, and pictures
- reuse or repost any electronically-available media, including images, audio, video, or other media

<Adapted from <http://owl.english.purdue.edu>>

You do not need acknowledge the source when you

- write your own experiences, observations and insights, thoughts, and conclusions about a subject.
- report your own experimental results

And . . .

- use "common knowledge," things like folklore, common sense observations, myths, urban legends, and historical events (but **not** historical documents).
- use generally-accepted facts.

<Adapted from <http://owl.english.purdue.edu>>

How to Avoid Plagiarism

- Always include references for direct quoting, for paraphrasing, and for summarizing.
- Always take accurate notes. Include quotation marks, complete references and point out to yourself if you are paraphrasing or summarizing.

And . . .

- Never copy and paste words or sentences from other sources into your writing directly.
- Organize your reference materials. Don't put the reference materials together with your own work (bibliographic referencing software - Endnote).

<Adapted from http://www.wadworth.com/english_d/special_features/plagiarism/strategies.html>

The Use of Reporting Verbs

- Reporting verbs have their “emotional” meanings. Make sure you choose a right reporting verb to fully demonstrate your own stance toward the summarized text.

The 4 most popular reporting verbs in the RPs that you recommended are . . .

- *show*
- *suggest*
- *report*
- *find*