The Summary Paragraph

In school and later, in your job, in English and in Korean, the skill of summarizing is essential. If you have this skill, you will be able to distinguish important points and details and therefore be able to *concisely interpret* a situation (events or discussion or writing) for someone else. In summarizing we identify the main point, distinguish the major points from the minor details, and tell only the main point and the major points to our listener and reader. Follow these guidelines for writing a clear and informative summary.

1. The article's content is accurately understood and accurately presented throughout the summary.
2. The first sentence is a good topic sentence.
3. Body sentences present <u>all</u> of the major points that are essential to explaining the main point.
4. These major points are explained in a way that the reader of the summary will understand each point's relevance and significance.
5. Focus is clear. a) the summary includes only details that are essential to explaining the main and major points, and b) it is easy for the reader to see the relevance of all details.
6. The summary is concise (not verbose: no unnecessary words).
7. The paragraph has a good close.
8. Coherence: The main point is developed coherently; all ideas are ordered in a sequence that helps the reader follow the line of development step by step. (The sequence doesn't simply copy the order in which the ideas appeared in the script or article.)
9. Cohesion: Supporting ideas connect with each other cohesively; the reader can easily see the *relationship* of ideas in the summary. Reference is clear (for example: "the plan" — *which* plan?)
10. The paragraph has good format (margins, indentation) and "technical features" (no careless mistakes, no cross-outs, good spelling, good punctuation and hyphenation). (Review "Technical Features in Written Work in your workbook.")
11. Language is accurate: a) New language (grammar and lexicals) from the passage which you are summarizing is used instead of language that you know already. b) General language is accurate (articles, subject-verb agreement, noun number, word choice, word usage, sentence structure, etc.).