

Summary Writing 1B: Business EXAMPLE

Aim: To support students in their understanding of what a summary is, the steps in writing a summary and practice in using the suggested steps to produce five summaries.

Time: 90+ minutes.

Delivery: This lesson can be delivered face-to-face or online. For online delivery, each worksheet could be placed in a class document on OneDrive or OneNote.

Lead in

- Distribute or project **worksheet 1**. Students complete **tasks 1 – 4**.
- Feedback: nominate individual students to answer, then display **ANSWERS** to **tasks 2 & 3**.

Skills Support

- Distribute or project the '**Suggested Steps in Writing Summaries**'. Students read and compare their ideas from **task 4**.

Guided Practice

- There are five practice summary writing tasks (**worksheets 2,3,4,5 & 6**) and they all follow the same format:
 1. Read.
 2. Take notes.
 3. Write summary.
 4. Compare with a group.
 5. Compare with the model answer.
 6. Identify strengths and weaknesses.

Reflection/Classroom Assessment Techniques

- Distribute or project **worksheet 7**. Students complete **task 1**: answer the true/false statements to assess their summary writing skills.
- Feedback: distribute or display the **ANSWERS** to **task 1**.
- Students complete **task 2 & 3**: Classroom Assessment Techniques. This will help the teacher gauge who needs more support.
- If students need more support with their summary writing: <https://academic-englishuk.com/summary-skills/>
- Go here: <https://academic-englishuk.com/summary-skills/> for summary writing 2B Business. This lesson follows on from summary writing 1B Business.

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Worksheet 1: Introduction to summary writing

Task 1

- Which of the following statements are true for you? Compare with a partner. Do you have similar answers?

		Yes	No	Not Sure
1.	I understand what a summary is.			
2.	I [redacted]			
3.	I understand what information should and should not be included in a summary.			
4.	I always [redacted] notes.			
5.	I understand that I will have to write summaries on the course I'm currently on.			

Task 2

- Complete the gaps in the summary definition using a word from the box. Compare with your partner when you've finished.

points words [redacted] third text [redacted]

A summary is a synthesis of the main _____ of an article written in your own _____. It is a [redacted] information and condensing it so that it is no more than a _____ of the length of the original _____. A good summary illustrates that [redacted]

Task 3

- Rewrite the summary definition in one sentence. Compare with a small group. Who has the best one? Why?

Task 4

- With your group, what are the steps to writing a good summary?

Steps

Suggested Steps in Writing Summaries

Task 1

- Read the following information on how to write a summary and then compare with your answers from **worksheet 1 task 4**.

1.	Read the source text.	Read the article as many times as you need to. You won't be able to write a good summary if you don't understand the source text.
2.	Make notes.	Note down the key information and important supporting details, but avoid examples, dates, numbers, statistics and data.
3.	Write the summary from your notes.	Use your own words but keep the key words of the original text, and use transition words to link ideas. Don't add your own opinion.
4.	Add the reference.	Check what referencing system your school uses (Vancouver, Harvard, APA) and then add the in-text citation and the full reference.
5.	Reread the original.	Check you haven't forgotten important information and check you haven't misunderstood any of the ideas.
6.	Proofread and edit.	Read through your summary carefully. Can it be made more concise? Are there any language errors?

Worksheet 2: Guided Practice

Task 1

- Write a summary of between 30-50 words of the following paragraph using the 'suggested steps in writing summaries'.

Democratizing IT

Data democratization refers to the process of making digital information available and accessible to everyone within an organisation, [REDACTED] employees to work with data, understand data and make faster data-informed decisions. According [REDACTED] the organisation's data, operations become more streamlined and efficient as those who [REDACTED] scientists to analyse the data for them. However, organisations who democratize data need to have [REDACTED] managed.

Note-taking area

Summary

Task 2

- Compare with your partner. Have you included the same points?
- Compare with the model answer.
- How are you going to improve your next one? Complete the sentence below.

I'm going to improve by:

Worksheet 3: Guided Practice

Task 2

- Write a summary of between 30-50 words of the following paragraph using the 'suggested steps in writing summaries'.

Contactless delivery

Contactless delivery is a heavily-utilised concept in the hospitality sector especially, whereby food and drink is ordered via an online interface [redacted] contact between the sender and the receiver. According to Hospitality Technology (2021), large [redacted] of new customers, with a sales growth of 4.4%, mainly due to the contactless, carryout and carside [redacted] as technology rapidly evolves, so must business models, and a trend that originated during a global [redacted].

Note-taking area

Summary

Task 2

- Compare with your partner. Have you included the same points?
- Compare with the model answer.
- How are you going to improve your next one? Complete the sentence below.

I'm going to improve by:

Worksheet 4: Guided Practice

Task 1

- You're going to write a summary of between 60-100 words of the following paragraph using the 'suggested steps in writing summaries'.

UK supermarket chains

In 2020, the UK grocery retail market was valued at over £200 billion, with four of the UK's biggest supermarkets, *Asda*, *Morrisons*, [REDACTED] Yet, according to a recent survey published by Statista (2021), the top three most popular UK supermarkets are [REDACTED] Surprisingly, [REDACTED] and 8th on the popularity scale respectively. Of the big four supermarket chains, *Tesco* is considered to be the market leader, with more than [REDACTED] to *Sainsbury's*, which has just under 600 UK stores. Despite *Marks and Spencer Food* having only 3% of [REDACTED] stores, and have recently collaborated with *Ocado* in order to sell their groceries online. This online food shopping trend seems set to continue [REDACTED] involving the main [REDACTED] ordered produce from *Amazon* within the last year alone, and those who do shop in-store are more likely to use [REDACTED] will need to not only compete with themselves, but also with modern online grocery delivery services.

Note-taking area

Summary

Task 2

- Compare with your partner. Have you included the same points?
- Compare with the model answer.
- How are you going to improve your next one? Complete the sentence below.

I'm going to improve by:

Worksheet 5: Guided Practice

Task 2

- You're going to write a summary of between 60-100 words of the following paragraph using the 'suggested steps in writing summaries'.

Four-day working week

Campaigners for a four-day working week firmly believe that it will not only have economical and health benefits, but also will [REDACTED]. As reported by The Big Issue (2021), the *4 Day Week Campaign* affirms that by working one day fewer, employees' [REDACTED] owing to having more time to rest, recuperate and spend quality time with friends and family. [REDACTED] productivity among workers, as with the case of *Microsoft*, whose month-long four-day working [REDACTED]. Furthermore, a shorter working week could prevent companies from having to lay off workers [REDACTED] environment, through less commuting, the UK's carbon footprint is predicted to decrease by 127 million tonnes, which [REDACTED]. Finally, supporters of the four-day working week also claim that a reduced working week could give rise to other positive environmental [REDACTED] on pre-packaged and processed food, due to the extra time out of work.

Note-taking area

Summary

Task 2

- Compare with your partner. Have you included the same points?
- Compare with the model answer.
- How are you going to improve your next one? Complete the sentence below.

I'm going to improve by:

Worksheet 6: Guided Practice

Task 1

- You're going to write a summary of between 90-150 words of the following paragraph using the 'suggested steps in writing summaries'.

Corporate Social Responsibility

Corporate Social Responsibility (CSR), or sometimes referred to as Responsible Business Conduct (RBC) and outlined by the European Commission (2020), is a duty by companies to integrate social, [REDACTED] concerns into their business strategy and operations in line with the law. Furthermore, it is [REDACTED] how the decisions they choose to make impact society both positively and negatively, and in the case of [REDACTED] impacts if unable to prevent them. According to the United Nations Industrial Development Organisation (2021), [REDACTED] "Line" approach, involving everyone from stakeholders, investors and employees, to suppliers, [REDACTED] to meet [REDACTED] social standards, while maintaining business competitiveness and meeting consumer expectations, [REDACTED] concerns [REDACTED] and sustainable innovation, and societal and economic issues, for instance, labour standards and working [REDACTED], as well as risk management and good governance, are some of the key areas surrounding CSR. In terms of benefits, CSR allows a company access to additional markets and [REDACTED], which can lead to an increase in sales, and ultimately, profits, as well as enhance and foster a positive image or [REDACTED], attract and engage with more customers (UNIDO, 2021). For society, however, the aim [REDACTED] civilisation (EC, 2020). This is, perhaps, now more important than ever before, especially for small and medium-[REDACTED] enterprises in the UK, which must deal with climate change, an unstable economic situation [REDACTED] are consumer-driven.

Note-taking area

Write your summary on the next page.

Summary

Task 2

- Compare with your partner. Have you included the same points?
- Compare with the model answer.
- Have you improved your summary writing ability in today's session? Answer the true/false questions in worksheet 7.

Worksheet 7: Reflection

Task 1

- What do you remember about summary writing? Complete the following statements and then compare with your group.

	Are the following statements true or false?	True	False	Not Sure
1.	A summary needs to be the same length as the original article.			
2.	You [redacted] text before you start writing a summary.			
3.	You should [redacted] write a summary.			
4.	You don't need to use your own words when writing a summary. [redacted]			
5.	You should include as many examples, statistics and figures as you can in your summary.			
6.	You should [redacted]			
7.	You need to add your own opinion to the summary.			
8.	You should always reference your summary.			
9.	You don't [redacted]			
10.	It's a good idea to reread the original source to make sure you [redacted]			

Task 2

- Do you feel that you have made progress today in your summary writing? Tick the box that is true for you.

	Statement	Tick
1.	I still don't feel confident at writing summaries.	
2.	I feel a little more confident at writing summaries.	
3.	I feel a lot more confident at writing summaries.	

Task 3

- Do you have any questions about writing summaries for your teacher?

Write your questions here...

Summary Writing **ANSWERS**

Worksheet 1

Task 2

Definition of a Summary

A summary is a synthesis of the main **points** of an article written in your own **words**. It is a [redacted] and condensing it so that it is no more than a **third** of the length of the original **text**. A good summary [redacted] clearly.

Worksheet 1

Task 3

Sample Paraphrase

A summary is a reduced version of the [redacted], and demonstrates your comprehension of the text.

Worksheet 1

Task 1

Sample Notes

Data democrat. = all elec. Info. avail. to all employees.

[redacted] data & make faster decisions.

Bus. become more efficient = no waiting for IT specialists to analyse data (Marr, 2021).

But need good [redacted]

Summary

Data democratization means making [redacted] in an organisation. According to Marr (2021), this enables operations to become more systematic as the staff do not have [redacted]. However, as data [redacted], good leadership is essential.

Worksheet 3

Task 1

Sample Notes

↑ trend; esp. in hospitality

[redacted] (Hospitality Technology, 2021).

tech. bus. model offers contactless/carryout/carside

Summary

Contactless delivery

Contactless delivery continues to be a growing trend in the [redacted] that the increase in sales and new clientele is due to their technologically-evolving business model, which [redacted] options (Hospitality Technology, 2021).

Worksheet 4

Task 1

Sample Notes

Big 4 represent 2/3 of £200bn grocery market

Tesco – [redacted] (Statista, 2021).

Online groceries cont. 2 grow

Comp. from Amazon

Summary

UK supermarket chains

The UK's four biggest supermarkets, of which [REDACTED] for more than half of the £200 billion grocery retail market. However, a recent customer satisfaction survey has [REDACTED] Morrisons, feature in the top three most popular stores, along with Marks and Spencer Food. Their increase [REDACTED] to their online [REDACTED] of the upward trend in online grocery shopping overall. Yet, 'the big four' now have competition from [REDACTED] to [REDACTED] (Statista, 2021).

Worksheet 5

Task 2

Sample Notes

wellbeing↑; Firm's productivity↑ / 4-day week (The Big Issue, 2021).....

ALL ANSWERS INCLUDED IN PAID VERSION...