

Summary Writing 2A: General Academic EXAMPLE

Aim: To support students in their ability to produce two 90-150 word summaries by following the suggested six steps. The steps were introduced in summary writing 1A and are recapped in this lesson.

Time: 60-90 minutes & homework task.

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 **task 1**: recapping what to include in a summary.
- Feedback: distribute or project **worksheet 1 task 1 ANSWERS**.

Review

- Students complete **task 2**: the steps to writing a summary.
- Feedback: distribute or project **worksheet 1 task 2 ANSWERS**.

Guided Practice

- Distribute or project **worksheet 2**. Students use the six steps to produce a 90-150 word summary (**Task 1**).
- Feedback: students compare with each other and the **MODEL ANSWER** before identifying their strengths and weaknesses.
- Distribute or project **worksheet 3**. Students use the six steps to produce a 90-150 word summary (**Task 1**).
- Feedback 1: students use the given checklist (**Task 2**) to give their partner some feedback.
- Feedback 2: students compare their summary and notes with the **MODEL ANSWER**.
- Students complete **task 3**: Classroom Assessment Techniques. This will enable the teacher to gauge who needs more practice. If students need more support with their summary writing, go here: <https://academic-englishuk.com/summary-skills/>

Homework

- In pairs, students choose a topic connected to their studies and use the summary writing steps to write a summary.
- Feedback: students conduct peer feedback using the provided checklist.

Copyright: These materials are photocopyable but please leave all logos and web addresses on handouts. **Please don't post these materials onto the web.** Thank you

Worksheet 1: Summary Writing

Task 1

- What do you remember about summary writing? Which of the following should be included in a summary?

Should you include....	Yes	No	Not sure
Your own opinion? [REDACTED]			
Cohesive devices? [REDACTED]			
Examples? [REDACTED]			
Evaluation of the ideas? [REDACTED]			
Main points of the text? [REDACTED]			

Task 2

- There are six steps to writing a good summary. Do you remember what they are? Compare with a partner when you've finished.

	Steps
1.	
2.	
3.	
4.	
5.	
6.	

⇒ You're going to use these steps to produce two summaries.

Worksheet 2: Guided Practice

Task 1

- Write a summary of between 90-150 words of the following paragraph using the summary writing steps.

Methods of communication

Since the introduction of crucial inventions such as the telegram, telephone and television, the way we choose to communicate [redacted]. Writing letters, meeting face-to-face or reading print media are becoming more and more obsolete, largely due to the [redacted] concept of the Internet was first introduced to us in 1990. Thirty years later, it seems impossible to [redacted] brought [redacted] approaches to communicate, from email and instant messaging, to video calls and blogs. On the one hand, [redacted] in a variety of ways, has broken down barriers, both in terms of geography and social status, enabling us to communicate [redacted]. This increased speediness and easiness has also had an impact on businesses, of which more and more [redacted] "has accelerated the pace of business and widened the possibilities within the enterprise space" (Rogers, 2019). [redacted]. For some, social media has allowed them to make new friends and connect with like-minded people. [redacted] and communication channels have enabled all types of people to be given a platform to express themselves, [redacted] concerned that our dependence on using emojis, short messages, GIFs and memes to convey our [redacted] on [redacted] punctuation and spelling. Therefore, it remains to be seen how we will continue to communicate [redacted].

Note-taking area

Summary

Task 2

- Compare with your partner. Have you included the same points?
- Compare your notes and your summary with the model answer.
- What did you do well and what could you improve? Complete the following table.

Strengths	Areas to work on
<p>www.Academic-EnglishUK.com</p>	

Worksheet 3: Guided Practice

Task 1

- Write a summary of between 90-150 words of the following paragraph using the summary writing steps.

The Atkins Diet

The Atkins diet first came to prominence in 1972, thanks to a book published by Dr Robert Atkins, which detailed how a diet [redacted] but high in protein and fat was healthier for the body. Approximately twenty years later, a more updated [redacted], which [redacted] it still is today. Sometimes referred to as the meat-eaters diet, it also consists of dairy products such as [redacted], [redacted] Allerhand and Henderson (2020), although the strict diet can initially help to lose weight quickly, which in turn can be motivating, especially for those [redacted] amounts of weight, it is [redacted] to put the weight lost back on again. They also claim that the diet can lead to an increase in headaches, [redacted] find adjusting to less glucose can also trigger dehydration and dizziness. Another issue with [redacted] of carbohydrates are unhealthy. The NHS (2021) reveals that a lack of carbohydrates, which are the [redacted] deficiency in important nutrients such as iron and vitamin B, typically found in legumes for example, [redacted]. Moreover, [redacted] sources of fat and protein for energy, this pushes people to increase their intake of these food [redacted] of [redacted] of cholesterol in the blood. Thus, it seems that as with any diet, what is once seen as a nutritional [redacted].

Note-taking area

Summary

Task 2

- Use the following checklist to give your partner some feedback on their notes and summary.

Analysis of Notes		Yes	No	Not Sure
<i>Has your partner.....</i>				
1.	Written a clear set of notes?			
2.				
3.	Used abbreviations and symbols?			
Analysis of Summary				
<i>Has your partner.....</i>				
1.	Written a clear and concise summary?			
2.				
3.	Excluded all the details?			
4.				
5.	Excluded personal opinion?			

Task 3

- Reflect on your summary writing skills by selecting the appropriate option.

	Statement	Tick
1.	My summary writing has improved a little.	
2.		
3.	My summary writing has improved considerably.	

Homework

- Work with a partner to complete the following steps:
 - i. Select an article from your subject.
 - ii. Choose one [redacted]
 - iii. Read the article, take a set of notes and write a summary.
 - iv. Use the [redacted] some feedback.

Summary Writing **ANSWERS**

Worksheet 1

Task 1

Should you include....	Yes	No	Not sure
Your own opinion?			
	√		
Cohesive devices?			
	√		
Examples?		√	
		√	
Evaluation of the ideas?			
		√	
Main points of the text?	√		
	√		

Task 2

1.	Read the source text.
2.	Make notes.
3.	Write the summary from your notes.
4.	Add the reference.
5.	Reread the original.
6.	Proofread and edit.

The full table for writing a detailed summary (for reference):

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.
6.	Proofread and edit.	Read through your summary carefully. Can it be made more concise? Are there any language errors?

Worksheet 2

Sample Notes

Chngs 2 comm. – [redacted]
lttrs./prnt. med. → email/vids./soc. med.
new tech. [redacted]. thx 2 +speed & +ease (Rogers, 2019)
BUT +disinform. & segreg. in soc. (Hillyer (2020)).
[redacted] re writing stands. – gram./spell./punct. all

Sample Summary

Methods of communication

Our way of communicating has continued to change rapidly, especially during the last thirty years, as [redacted] as letters and print media have been replaced by email, video and most recently, social media. Although Rogers (2019) [redacted] the [redacted] speed and ease, others such as Hillyer (2020) argue that online communication has brought about issues such [redacted], [redacted] improve and increase connection. Moreover, those in education are worried that the population's [redacted] used [redacted] and short messages, [redacted], [redacted]. (125 words)

Worksheet 3

Sample Notes

Diet introd. 1972; +pop. in 1993.
↑ in fat/prot. e.g. meat/fish/dairy BUT ↓ in carbs. & sugar.
Experts against it: 1. [redacted]. (Burrell et al., 2020)
2. [redacted] 4 energy & nutrit.
w/o carbs – nutrit. def. / +cholest. → heart dis. (NHS, 2021)

Sample Summary

The Atkins diet

The Atkins diet, first introduced in 1972 and popularised in 1992, is a strict diet high in protein and fat, [redacted]. Typically, [redacted] meat, dairy products and fish. Health experts in the field, however, have warned against it. Firstly, Burrell et al. (2020) [redacted], as although [redacted] weight [redacted] the long term. Moreover, the NHS (2021) are disapproving of its lack of [redacted], due to the fact that the lack [redacted] will not only incur nutrient [redacted] rising cholesterol levels, [redacted]. (125 words)