

GUIDE FOR SUMMARIZING TEXT



It comes with a surprise that only a small number of people know how to effectively sum up a text. Students are preoccupied and used to writing academic papers with longer length, thus they are often seeing summing up of a text as very confusing, seemingly boring and sometimes even scary process. However, there are some general rules that, if you apply them, would make a miracle of your summing up. These rules can be applied to any type of text, whether it is a scientific lecture, journal, academic paper, business paper, whatever it is, regardless of the size. As I have learned this "skill" from experience, I guarantee that if you try to apply these tricks to your text, you will find it helpful. So, without further delay, I'm presenting you the greatest tips and tricks of successfully summing up texts.

1. Understand the purpose and readers

This seems so simple but the most important thing you can do for your text is to do it well. Even before starting summing up, you need to know about the purpose behind the paper. Will your readers be primarily young? Or maybe older people? Will they be well educated? Erudite? You decide which feature of the paper is the most important, so that the text would be well accepted with readers. You decide who your target group is in relation to the topic.

2. Be Yourself

I know that this point sounds like a contradiction to the purpose of summing a previously written text, but not so. No matter how you modify the text to customize it to the purpose of summing up and the readers, ultimately, you want to remain yourself. That's what will put authenticity in the writing.

3. Be the readers

The first and the basic step to a good sum up is to put yourself in the position of a reader. So, write the text for yourself, as you would like to read, which would be very interesting to you, clear, and whatever you are trying to achieve. Have in mind that the reader should understand completely the text, and should get an idea of the whole text of the full length paper.

4. Practice, practice and practice only

It is easy. Believe me, you really do not want to present the first draft of any summed up text. You need to reread - add and remove some parts, make the paper more cohesive, easy for reading and make sure the flow of the paper is kept. You will get to a time when you will be writing an excellent sum up from the first try! Before that, you have to practice it a bit. For example, every time I finish writing a summarization, it seems to me that it is good and complete, and I'm usually quite satisfied with how it's written. However, only when I read it for the first time, I realize that it is not as perfect as I thought, that there is still something to be upgraded, some passage to ran out, write a little better to connect, and so on.

Introduction - elaboration - conclusion

At any time during the text, the readers must know where they are, where they are going and where they are currently located. This is the basis of a fluid, smooth and clear text. To accomplish this, good summed up text should have certain composition - introduction, elaboration and conclusion. The last thing you want is to confuse the reader. First, explain to the reader why they are here. Give them a reason why the topic you are talking about is important, not only to you, but also to them. The next thing you need to do is to explain what the goal of the paper is and lay out a plan on how to lead them to that goal. Next, set the text's foundation - explain to the audience all the important things, words, details they need to be familiar with so that they can understand the main part of the text, and then just move on to developing a story where you explain the procedures and methods and what have you already used to you would come to a conclusion. Finally follow the essence of your entire text - the conclusion, the outcome, the point of the whole story, where you try to emphasize that part, it would be absolutely clear that this is exactly the essence of your story.

6. Key words

Make sure you know what the key words of your text are. Every paper contains a lot of words, which is, in principle, too much information. A text will be remembered a couple of days, but afterwards the readers will remember only parts of the paper, but they will know what the point was. So, you want to explain the text by using repeated - stressed out key words.

7. Do not overdo it

You do not want to overreach information. I know that, especially when exposing something you write it yourself, in which you put a lot of effort into, it's hard to limit yourself to a few pages, because you just want to share with the readers all the details of your hard work. But do not do it. The readers does not have to read and know all the details of the whole process of your work. It's just enough to understand the idea, get a general picture of it, and remember the essence / conclusion.