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2 break the text
down into sections
step 3 identify the
key points in each
section step 4 write
the summary step 5
check the summary
against the article
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phrase form the
main ideas can be
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column notes 3

begin the summary
with an
introductory
statement 4

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introduction at the
top of your resume
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a piece of writing
that tells the main
ideas of something
it is basically a
shortened version
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describes its main
points writers use it
to describe a story
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presentation or
another piece of
content in a more
succinct way
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usually be 10 15 of
the main text so
make sure to stay
within the word
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following points in

mind while writing
a summary it
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introduction the
main body and a
conclusion add a
suitable title for
your summary that
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content always use
third person while
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is to use a title that
is specific and
informative yet still
concise for example
the project name
followed by the
words project
update progress
report or project
summary etc you
can also use the
project s code name
as the title of the
summary if it is
more appropriate
for internal
purposes

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your text and
identifying the
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distinguish the bits
of information that
really matter from
those that are less
important
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the key information
and important
supporting details
but avoid examples
dates numbers
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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

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shorter version of
the original text

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making it easier to
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comprehend who
needs to write a
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an author a
business owner
summarizing a year
s worth of work a
student
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in a shorter and
purportedly simple

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use simple english
or to write simple
sentences this is

best done by
writing short
sentences
nevertheless you
should watch