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# How to Write a Summary

With thanks to: Swales, John M. and Christine B. Feat. *Academic Writing for Graduate Students, Essential Tasks and Skills*. Ann Arbor: U Michigan P, 1994, 105-130.

**Preparing to Write:** To write a good summary it is important to thoroughly understand the material you are working with. Here are some preliminary steps in writing a summary.

1. Skim the text, noting in your mind the subheadings. If there are no subheadings, try to divide the text into sections. Consider why you have been assigned the text. Try to determine what type of text you are dealing with. This can help you identify important information.
2. Read the text, highlighting important information and taking notes.
3. In your own words, write down the main points of each section.
4. Write down the key support points for the main topic, but do not include minor detail.
5. Go through the process again, making changes as appropriate.

**For example:**

## *Global Implications of Patent Law Variation*

A patent is an exclusive right to use an invention for a certain period of time, which is given to an inventor as compensation for disclosure of an invention. Although it would be beneficial for the world economy to have uniform patent laws, each country has its own laws designed to protect domestic inventions and safeguard technology. Despite widespread variation, patent laws generally fall under one of two principles: the first-to-file and first-to-invent. The first-to-file principle awards a patent to the person or institution that applies for a patent first, while the first-to-invent principle grants the patent to the person or institution that was first to invent – and can prove it. Most countries have adopted the first-to-file system. However, the United States maintains a first-to-invent system, despite obvious shortcomings. A result of countries employing different

patent law principles is inconsistency of patent ownership.

This first sentence is a general definition. It may be safe to assume that your audience is already familiar with patents; thus you do not have to include it in your summary.

This is the main idea.

The classification of the two principles is important.

Ignore specific details about the different principles. The terms are self-explanatory.

It is important to point out that most of the world follows one system and the United States another.

# How To Write A Good Summary Paper

**RC Schank**



## **How To Write A Good Summary Paper:**

This book delves into How To Write A Good Summary Paper. How To Write A Good Summary Paper is a crucial topic that must be grasped by everyone, from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into How To Write A Good Summary Paper, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
    - Chapter 1: Introduction to How To Write A Good Summary Paper
    - Chapter 2: Essential Elements of How To Write A Good Summary Paper
    - Chapter 3: How To Write A Good Summary Paper in Everyday Life
    - Chapter 4: How To Write A Good Summary Paper in Specific Contexts
    - Chapter 5: Conclusion
  2. In chapter 1, the author will provide an overview of How To Write A Good Summary Paper. This chapter will explore what How To Write A Good Summary Paper is, why How To Write A Good Summary Paper is vital, and how to effectively learn about How To Write A Good Summary Paper.
  3. In chapter 2, this book will delve into the foundational concepts of How To Write A Good Summary Paper. The second chapter will elucidate the essential principles that need to be understood to grasp How To Write A Good Summary Paper in its entirety.
  4. In chapter 3, the author will examine the practical applications of How To Write A Good Summary Paper in daily life. The third chapter will showcase real-world examples of how How To Write A Good Summary Paper can be effectively utilized in everyday scenarios.
  5. In chapter 4, this book will scrutinize the relevance of How To Write A Good Summary Paper in specific contexts. The fourth chapter will explore how How To Write A Good Summary Paper is applied in specialized fields, such as education, business, and technology.
  6. In chapter 5, this book will draw a conclusion about How To Write A Good Summary Paper. The final chapter will summarize the key points that have been discussed throughout the book.
- The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of How To Write A Good Summary Paper.

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