

# How to Write A Summary



## 4 Tips on How to Write A Summary

### Tip 1 - Revisit the main idea

It might have taken you 2000 words to fully cover a topic, but that doesn't mean you have to go this in-depth in your summary. Figure out what the main points of the topic are and reiterate them back to the reader as best as possible, but keep things to a couple of sentences.

### Tip 2 - Keep it concise

An abstract is brief for a reason: it introduces the work without saying too much about it. Setting yourself a word count for your abstract will prevent you from writing too much and force you to be concise. An abstract is usually only 150-300 words long, so very condensed. If you are writing for an institution, like a university or a company, then you will likely be given a word count anyway.

### Tip 3 - State the facts

When you're writing the summary, make sure you're stating all the facts necessary so that the audience can make their own judgment on the piece, do not list your own opinions here unless you are some sort of personal brand.

Since being a personal brand, they've probably come to your page because they actually want YOUR opinion, so in this case, it's the absolute best opportunity to let them know how you feel.

### Tip 4 - Keep it flowing

You should then move on to describe the aims your writing was working towards and how you went about achieving these aims. State any methods or major research. Remember to describe, not discuss, for an abstract.

## Example of A Summary

Summaries are a key part of finishing up your writing, especially if it's a long-form piece of content you've written for your blog or school paper.

Though the next time you write a summary, remember these key points to help you produce something sufficient:

- **Revisit the main idea:** Make sure you read over your writing and figure out what needs to be mentioned to help drill the idea into the reader's mind.
- **Keep it short and sweet:** You'll want to keep things as short as possible whilst still offering essential information to the reader.
- **State the facts:** Revisit the facts and make sure they are clear to the reader; add your opinion if that's what they've come for.
- **Smooth writing:** Make sure the summary flows as well as the rest of your text.

These 4 things will help you to take your summary to the next level, so you can finally finish off an awesome piece of writing the right way.

# How To Write A Summary Paper

**F Rizvi**



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