

How to write a summary

1. **Recognize the topic and subtopics.**
2. **Identify the structure or organization of the text** (introduction, body, conclusion) or beginning, body and closure.
3. **Read comprehensively to understand the text.**
4. **Suppress:** Identify the most important points, eliminating irrelevant information.
5. **Generalize:** Replace several ideas by a category that includes them all.
6. **Select:** Choose what's most relevant in the text.
7. **Write the summary:** Build a new meaning by uniting the selected parts, the summary results from this.

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Lei Shi



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