

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.

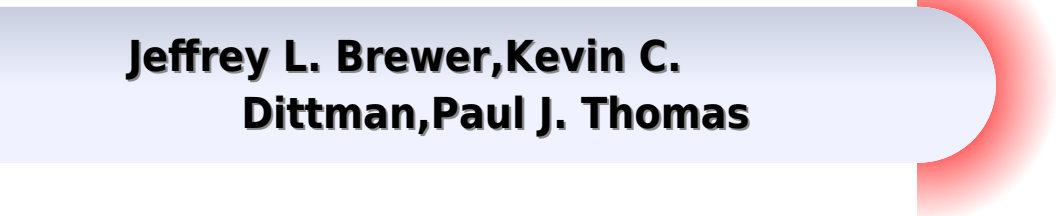
Though the next time you write a summary, remember these key points to help you produce something sufficient:

- 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

**Jeffrey L. Brewer, Kevin C.
Dittman, Paul J. Thomas**



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Writing Instruction for Success in College and in the Workplace Charles A. MacArthur, Zoi A. Philippakos, 2023-12 This book describes an innovative evidence based method for preparing students for the demands of college writing called Supporting Strategic Writers SSW The goal of SSW is to help students become independent learners who understand the value of strategies and can apply them flexibly in future courses and the workplace The text provides genre based strategies for rhetorical analysis planning evaluation and revision critical reading of sources and synthesis of sources that are part of college composition and applicable across contexts and course assignments Equally important to the SSW approach is that students learn metacognitive strategies for goal setting task management progress monitoring and reflection Instructional methods include discussion of model essays think aloud modeling of strategies collaborative writing peer review and self evaluation and reflective journaling Book Features Integrates three critical components strategies for critical reading and

writing metacognitive strategies to help students take control of their learning and pedagogical strategies Provides research based approaches for teaching developmental writing courses first year composition summer bridge programs and first year seminars Offers thorough explanations of the strategies and instructional methods with practical examples and support materials for instructors Based on two years of design research and three experimental studies which found significant positive effects on writing quality and motivation with college students in developmental writing courses

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web sep 2 2016 agile refers to a set of methods and practices based on the values and principles expressed in the agile manifesto which includes things like collaboration self organization and cross functionality of teams scrum is a framework that is used to implement agile development a good analogy would be the difference between a recipe

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web in addition to scrum kanban is another framework for implementing agile project management kanban and scrum adhere to similar principles of work notably reducing the amount of time involved in delivering a project with kanban teams represent their work visually on a kanban board which can be physical or digital teams structure their work

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web jun 15 2023 a scrum master is a professional who leads a team using agile project management through the course of a project a scrum master facilitates all the communication and collaboration between leadership and team players to ensure a successful outcome