How to write a summary

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

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LP Steffe



Guide For Writing Summaries Book Review: Unveiling the Magic of Language

In an electronic era where connections and knowledge reign supreme, the enchanting power of language has be more apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is really remarkable. This extraordinary book, aptly titled "**Guide For Writing Summaries**," published by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we will delve to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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