**Academic Vocabulary**

**Summary -** A summary is a shortened version of a text. It contains the main points in the text and is written in your own words. Summarizing is useful when you are reporting on the work of others.

A good summary shows that you have understood the text. Please remember, though, that even when you summarize someone's work, you must acknowledge it by including a parenthetical citation. (bbc.co.uk)

Look at this example:

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| --- |
| **Source** |
| The amphibia, which is the animal class to which our frogs and toads belong, were the first animals to crawl from the sea and inhabit the earth. |
| **Summary** |
| The first animals to leave the sea and live on dry land were the amphibia. |

**\*Things to Remember (You do not need to copy all of this into your notes)**

The writer of a summary should assume his or her audience does not have access to the thing being summarized, and so should try to be as clear as possible in communicating the information contained in the text being summarized. For example, when you summarize something for me, you should force yourself to think that I have not read the text you’re summarizing

A good summary contains no expression of its author’s opinion. Summary is supposed to be objective, and thus the author of a summary tries to keep him or herself out of the summary. For example, a good summary writer would try to refrain from using phrases like “I think. . . “ or “I believe. . . “ in their summary.

 A good summary writer provides background information where appropriate as briefly as possible. A good summary writer will also define terms specific to the thing they’re writing about. For example, if you’re trying to write a summary of chapter six of your Biology textbook, which deals with different cells undergoing meiosis, you may need to define meiosis for your reader.