

The background of the slide features a central graphic of a printer. Behind the printer are two globes, one on the left and one on the right, showing different continents. The entire background is overlaid with a faint, light green grid and binary code (0s and 1s).

HOW TO SUMMARISE AN ARTICLE

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DISCUSSION

LOGO

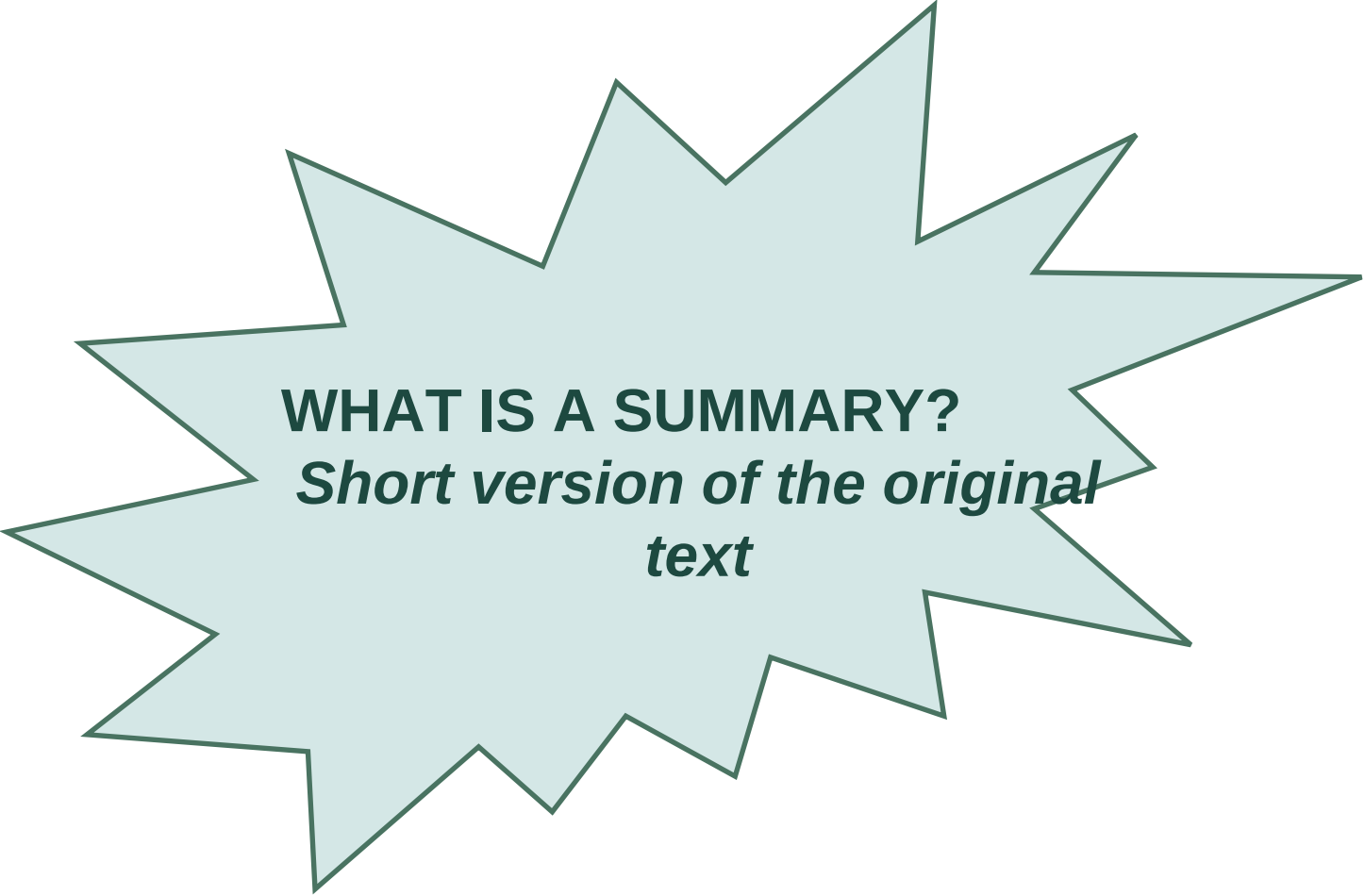
WHEN DO
WE?

```
graph TD; A[WHEN DO WE?] --> B[Use a quotation?]; A --> C[Use a paraphrase?]; A --> D[Use a summary?];
```

Use a
quotation?

Use a
paraphrase?

Use a
summary?



WHAT IS A SUMMARY?
*Short version of the original
text*

```
graph TD; S([SUMMARY]) --> ST[STEPS? ? Steps]; S --> T[TECHNIQUES? 7 Techniques];
```

SUMMARY

STEPS?
? Steps

TECHNIQUES?
7 Techniques

- ❖ How many main steps in summarizing an article?
- ❖ Work in group of 5
- ❖ Prepare a mini-presentation
- ❖ 3-4 slides
- ❖ 1-2 minute presenting
- ❖ A random presenter
- ❖ Preparation time: 15 minutes

Steps of Article Summarizing



1

Skim and highlight the article.



2

Read the article thoroughly + find main ideas



3

Take notes the main ideas in your own words



4

Summarize each section + edit/revise.

Steps of Article Summarizing

Step 1: Before sitting down to read the entire article, Skim the article and highlight or underline the major points:

- ❖ Take note of the thesis statement or hypothesis.
- ❖ Highlight any supporting points.
- ❖ Write or highlight the method used to perform the research, if included in the article.
- ❖ Mark down findings, conclusions, or results.

Steps of Article Summarizing

Step 2: Read the article thoroughly.

- ❖ After marking down the basics, ***read*** the article sincerely, paying close attention to *details*. Consider reading each section a few times for an even richer understanding.
- ❖ Ask yourself about the article as you read it. Mentally track the progress of the article to determine if the ***results*** and ***conclusions*** drawn seem ***complete*** and ***sensible***.

Steps of Article Summarizing

Step 3: Take notes in your own words.

- ❖ As you read the article for thoroughness, ***write down*** any significant facts or interesting details in your own words. By writing the information in your own words, you minimize the risk of accidentally plagiarizing the article.
- ❖ Do ***not*** simply "***rephrase***" exact statements by swapping a few words around. **Instead, completely rewrite the information and do not look at the text as you write.**
- ❖ If you have difficulty keeping things in your own words, focus on writing down short phrases instead of full sentences.

Steps of Article Summarizing

Step 4: Summarize each section.

- ❖ At the end of each major train of thought, pause to ***summarize the main point*** of the section in a single sentence.
- ❖ If the article unexpectedly begins to move into another main point, stop long enough to write the main point of the previous section before you continue reading.

SUMMARY WRITING TECHNIQUES

Introduce the bibliographic information

Include the topic and thesis in the introduction

Provide main ideas.

State the conclusions.

Use AUTHOR TAGS as you write

Avoid direct quotations.

Check the summary against the article.

TECHNIQUES

SUMMARY WRITING TECHNIQUES

LOGO

1. Introduce the bibliographic information.

- ❖ In the introduction of your summary, mention the ***full title*** of the article and ***the author's full name***.
- ❖ You do not need to mention the date of publication or the journal, book, newspaper, or magazine you found the article in.

SUMMARY WRITING TECHNIQUES

2. Include the topic and thesis in the introduction.

- ❖ Within the first paragraph of your summary, mention the ***topic*** of the original article and the ***author's thesis or hypothesis***.
- ❖ Make the connection between the article and your essay apparent. E.g.: if your essay is about a certain health condition and you summarize an article about a certain medication used to treat that condition, make sure that the reader knows that the medication in question is connected to the condition your paper is about.

SUMMARY WRITING TECHNIQUES

LOGO

3. Provide main ideas+ essential supporting details.

- ❖ Review your notes and rewrite any supporting details in the paragraphs to follow. Mention all main points and any supporting details that are **essential** in understanding those points.
- ❖ Only write information that is absolutely crucial in developing an understanding of the article's contents.

SUMMARY WRITING TECHNIQUES

LOGO

4. State the conclusions.

- ❖ In your summary's conclusion, restate the conclusion drawn by the author of the original article.
- ❖ Note: these conclusions can include results, analysis of research or ideas, and calls to action.

SUMMARY WRITING TECHNIQUES

5. Use author tags as you write.

- ❖ As you write your summary, *continually restate the fact that the information you write comes from another source.*
- ❖ For example, include phrases like "Smith believes," "Smith finds that," and "Smith expresses disbelief about."
 - ❖ Name of the author/The writer/ He/ She
+ reference verb (suggest, claim, think, state, believe)

6. Avoid direct quotations.

- ❖ A summary should be written in your own words. As a result, you should use direct quotations only when the information cannot be meaningfully rephrased in any other way.
- ❖ If possible, **do not** use any direct quotations in you summary.

SUMMARY WRITING TECHNIQUES

LOGO

7. Check the summary against the article.

- ❖ The summary should be short, complete, true, and unbiased. The text of your summary should be at least *one-quarter* the length of the original article, *if not shorter*.
- ❖ The summary **must include all of the major ideas** included in the article **without repeating exact phrases**.
- ❖ The summary should **accurately** portray the thoughts and assertions portrayed in the original article.
- ❖ The summary should ***not*** include ***your own analysis or opinion*** of the original article.

SUMMARY LANGUAGE

LOGO

An introductory paragraph begins with a frame:
In-text citation of the source + author + reporting verb

✚ ARTICLE:

In his/her article (or lecture) " (title, first letter capitalized)," + (author/lecturer's last name) + (year) **argues/ claims/ reports/ contends/ maintains/states ...** that + (main idea/argument; S + V + C)

*In his article "Michael Dell turns the PC world inside out," **Andrew E. Serwer (1997)** **describes** how Michael Dell founded Dell Computers and **claims** that Dell's low-cost, direct-sales strategy and high quality standards account for Dell's enormous success.*

Pratice 1

- ❖ 1 = a (contains all key points)
- ❖ 2 = c (includes unnecessary examples)
- ❖ 3 = b (includes information not in original, e.g. increase profits and fails to describe the machines)

Practice 2

- ❖ (a) Falling levels of fertility have generally been found as countries become richer.
- ❖ (b) In some, number of children born fell below replacement rate.
- ❖ (c) Two results: smaller populations and larger numbers of elderly needing assistance.
- ❖ (d) Recent research claims that a new situation may be developing.
- ❖ (e) Comparison of HDI (human development index: life expectancy, income and education) with fertility found that in most highly rated (+0.9) countries, fertility is rising.

TEST 1

LOGO

Write a paragraph of about 100 words to summarize the given article.

Time allowed: 60 minutes

Practice 6

Television has become popular at gymnasiums for distraction during workouts. Complexes have screens integrated into cardio machines, ceiling mounted screens or wireless head sets for exercises to enjoy music. Video Ipods are also being considered. But this is not productive as people tuned to TV are immersed in the show and hardly sweat or raise their heartbeat due to inappropriate level of workout. Clubs needs latest devices to stay competitive and appeal to members as many exercisers find machines unexciting and need stimulation to stay in the program. Though television can assist newcomers as it distracts from pain and discomfort, it is non-viable for the experienced exerciser. Exercisers must build adherence before seeking physiological changes. Television can disrupt concentration for complex workout and especially difficult for the older generation. (130 words)





Thank You !

