

## Summarizing Information from Handouts

**Objective:** by the end of this lesson, learners will be able to use summarizing techniques to rewrite information from handouts.

A **summary** is a brief overview of an entire discussion or argument. You might summarize a whole research paper or conversation in a single paragraph, for example, or with a series of bullet points, using your own words and style.

**Objectives:** People often summarize when the original material is too long, or to emphasize key facts or points. Summaries leave out detail or examples that may distract the reader from the most important information, and they simplify complex arguments, grammar and vocabulary.

1. **Get a general idea of the original text.** Pay particular attention to the title, introduction, conclusion, the headings and subheadings.
2. **Check Your Understanding** by scanning the text carefully.
3. **Break the text down into sections** to make the text more manageable and to understand its sub-points.
4. **Identify the key points in each section.** Go through each part and pick out its most important points. What does your reader need to know to understand the overall argument?
5. **Take notes.** Use bullet points, and introduce each bullet with a key word or idea. Make sure your notes are concise, well-ordered, and include only the important points.
6. **Write Your Summary.** Your notes will need editing especially if you want other people to understand them. Some summaries require continuous prose. If this is the case, write your summary as a paragraph, turning each bullet point into a full sentence. Aim to use only your own notes, and refer to original documents only if you really need to. This helps to ensure that you use your own words and style.
7. **Check Your Work.** Your summary should be a brief but informative outline of the original. Check that you have expressed all of the most important points in your own words, and that you've left out any unnecessary detail.

### Task1: Summarize the following text.

Many students who study and work have to balance their schedules carefully. They have to make time to go to class, go to work, and also complete their homework. If they don't plan their time carefully, they may not be able to meet these obligations and then they will face serious consequences. They may lose money by not making time for work or they may get bad grades in their classes by not having time to study. After these obligations are met, there are other activities many students enjoy like spending time with friends, doing hobbies, or dating. They will not have time for these extra activities without balancing their schedules first. It can be very difficult for students to make time for all of their obligations, but it is essential to their success.