**Advice on summary writing**

* Start your summary with the words, ‘This summary is( **no other verb**, such as, concerns/speaks about/deals with, etc.) about …’
* Do not summarize the text paragraph by paragraph.
* Always refer to the writer of the article as ‘writer’, not author. For example, ‘According to the writer ……..’
* Use your own words within reason, so where possible use synonyms and restructuring, for example use the passive voice instead of the active. If you feel the need to use words from the original be sure to put the words between "quotation marks".
* There is no secret/magic number of words necessary for a summary, a summary is too long if it gives unnecessary information, it is too short if it omits important information.
* Be very careful not to change meaning. For example, ‘*The police had sufficient evidence to arrest the man for having committed murder’* does not mean *‘The man was arrested because he had committed murder’.*
* Never include any of your own ideas, opinions, or interpretations in a summary.
* Remember that a summary is written for a person who has not read the original; make sure you cover the important points. When you have finished writing it, re-read your summary and ask yourself if you had not read the original text would you understand its content based on your summary.