

Write down the checklist and steps!

Summary Checklist:

1. Underline main ideas
2. Delete or out explanations, descriptions, quotes, examples, interjections, emotive language or direct speech (Unless the direct speech is a fact)
3. Paraphrase the facts/main ideas – use synonyms for words and shorten clauses and phrases.
4. Keep the order and meaning of the original article.
5. **NEVER GIVE YOUR OWN OPINION!**
6. Avoid contractions such as don't, can't etc. They count as two words.
7. You must write a fluent paragraph. No (.) or 1) are allowed.
8. Always use transitional words (Firstly, secondly, moreover etc.) to make sure you have a fluent paragraph.



STEPS IN WRITING THE SUMMARY

1. **Read the question** carefully to make sure you summarise the correct information.
2. **Underline the main ideas by crossing out all the irrelevant information.** Use the knowledge you have gained from the main ideas activity to assist you. There should always be **7 main ideas**.
3. **Write down the 7 ideas in a rough draft.**
4. **Paraphrase and shorten the ideas.** Do not simply re-write the sentence from the article.
5. **Write a fluent final paragraph.** Use one line to mention the topic. (Limit the amount of words) Use transitional words and conjunctions to join like ideas.
6. **Write the word count in [] at the end of your summary.**

Paraphrasing

R When paraphrasing, a writer should restate the author's words or ideas in his/her own words

Look at this example of paraphrasing

Acceptable Paraphrasing

Original Text

New York is referred to as the city that never sleeps. At nights, people can be assured that something is going on no matter what the time.

Paraphrase

In New York, there is something to do at all hours of the night.

Unacceptable Paraphrasing

Original Text

Brooklyn is the most populated of New York City's five boroughs, with approximately 2.5 million residents, and the second-largest in area.

Paraphrase

Brooklyn is the most crowded borough in New York City, with about 2.5 million residents, and is the second biggest area.

► This is a bad example of paraphrasing because it substitutes a few words with synonyms but the structure and word order remains the same as the original.

Read the extract below. Follow the steps to find the main idea.

Instructions:

You have always been the class clown, which is why you are certainly not the apple of your teacher eye. Find and summarise ideas within this extract that will convince your teacher your **laughing is not a bad thing**. ← Step 1 Read the question

Laughter – It's a group thing!

The best laughter happens in groups. There is no fun in telling jokes to your mirror when you are alone in your bedroom. The fun lies in the group response at parties and at school, where humour acts like social glue. ←

Step 2 Underline the main ideas.

You can summarise by using the following method:

Draw this table!

Step 3:	Facts	Own words	Step 4:
→	Write down each of the seven main ideas laughter happens in groups. Humour acts like social glue. (9 words)	Paraphrase and shorten Laughter brings people together. (4 words)	←

The final paragraph: ✍️

← **Step 5:**

You can never laugh alone! Firstly, laughter brings people together.

↓
Topic

→ Transitional word

[10]

↓
Word count

← **Step 6:**

NOW DO YOUR OWN SUMMARY!

The activity is on the next page.

ACTIVITY 1:

Who needs a gym, dating advice or a diet if you can just simply laugh? Laughter is a vital ingredient for happiness and fulfilment in life.

Read the extract below and summarise it according to the instructions given.

INSTRUCTIONS

1. Summarise the extract in ONE fluent paragraph.
2. Entitle your summary **“Why we should laugh more.”**
3. Do not use more than 80 WORDS.
4. Use your OWN words as far as possible
5. Indicate the total number of words in brackets at the end of your summary.

A laughing matter

1. Fifteen muscles in your face contract, your upper lip automatically lifts, blood rushes to your face, strange sounds come from your throat and soon the people around you show the same symptoms. Laughter is contagious!
2. Why do humans laugh? Scientists have various theories. Laughter probably became part of human behaviour because it promotes human bonding.
3. Laughing with other people is relaxing and sends the message that they do not have to fear you.
4. Laughter helps humans come to term with fear. That is why there are so many jokes about illness and death. Comedian Bill Cosby summed it up so accurately when he said: “If you can laugh at it, you can survive it.”
5. Laughter can also be used to exercise power over others. The person who has the ability to make the group laugh, controls the group. Research has shown that bosses tend to crack more jokes than their employees.
6. There is a link between laughter and creativity. Humour encourages out-of-the-box thinking. Humour expert professor William Fry says, “Humour often involves bringing together two items that do not have an obvious connection and creating a relationship.”
7. Laughter is good for your health. Scientists estimate that laughing 100 times is equivalent to a 10-minute workout on a rowing machine. Laughing reduces stress and boosts immunity. It exercises different muscles, ranging from the diaphragm to the back muscle. It helps keep people mentally healthy because it helps relieve the harmful biochemical effects of negative feelings.
8. Laughter is truly the best medicine! So the next time you feel like cracking up, crack a joke instead.