**Summary**

This is a short restatement of the main topic and idea of a text in ~10-25% of the original’s number of words.

**How to write a summary**

1. Read the original text and ask wh-questions.
2. Mark the answers in the text, i.e. basic facts and arguments.
3. Identify the topic of the text.
4. Arrange facts and arguments in a logical order.
5. Leave out examples, anecdotes, minor details, reported speech and adjectives.
6. In your summary, use [connectives](http://www.schule-bw.de/unterricht/faecher/englisch/mat-med/writ-sorts/txttype/linkrs-essay/) and subordinate clauses.
7. As a general rule, use the present tense.
8. Relate the author’s point of view, not your own.

**Useful phrases**

**Opening**

*In her latest State of the Union Address the president claimed that the United States were…*

*In his column in the Times from Saturday, April 6th, Matthew Parris takes issue with…*

*In her radio talk “A Point of View” of Friday December 9 2016 Sarah Dunant points out that…*

**Relating**

*In her text / story “…“ / report on… / X speaks of an event/incident in…*

*In his article, X claims / argues / explains / demands that…*

*The writer opens with/introduces her text…*

*She deals with [the subject] in… steps…*

*He presents / considers / distinguishes / lists… main arguments in support of… /… aspects of… / … elements in… /… demands… / … principles…*

**Closing**

*In her concluding paragraphs / sentences…*

*The writer closes (her article / story)… saying… / stating…*

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