

## 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](#) 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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