



كلية : كلية الاداب

القسم او الفرع : قسم اللغة الانجليزية

المرحلة: الثانية

أستاذ المادة : م.م نبراس خليل ابراهيم

اسم المادة باللغة العربية : القراءة

Select Readings : اسم المادة باللغة الإنكليزية :

اسم المحاضرة السابعة باللغة العربية: الملخص

Writing a summary : اسم المحاضرة السابعة باللغة الإنكليزية :

Definition:

A summary is a brief summarization of a larger work that gives the reader a comprehensive understanding. To write a summary, a writer will gather the main ideas of an article, essay, television show, or film they've read or watched and condense the central ideas into a brief overview.

Instruction to write an effective and successful summary

- 1. Read the text:** You should read the article more than once to make sure you've thoroughly understood it. It's often effective to read in three stages:
 - A.** Scan the article quickly to get a sense of its topic and overall shape.

- B. Read the article carefully, highlighting important points and taking notes as you read.
- C. Skim the article again to confirm you've understood the key points, and reread any particularly important or difficult passages

2. Break the text down into sections

To make the text more manageable and understand its sub-points, break it down into smaller sections.

3. Identify the key points in each section

Your goal is to extract the essential points, leaving out anything that can be considered background information or supplementary detail.

4. Write the summary

Now that you know the key points that the article aims to communicate, you need to put them in your own words. Avoid plagiarism, Do not copy and paste

parts of the article, not even just a sentence or two.

5. Check the summary against the article

Finally, read through the article once more to ensure that:

- You've accurately represented the author's work
- You haven't missed any essential information
- The phrasing is not too similar to any sentences in the original