



كلية : كلية الاداب

القسم او الفرع : قسم اللغة الانجليزية

المرحلة: الثانية

أستاذ المادة : م.م نبراس خليل ابراهيم

اسم المادة باللغة العربية : القراءة

اسم المادة باللغة الإنكليزية : Select Readings

اسم المحاضرة السابعة باللغة العربية: الملخص

اسم المحاضرة السابعة باللغة الإنكليزية : Writing a summary

## 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.

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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