

# SUMMARISING

## RULES FOR SUMMARISING:

- Include only important information
- Combine ideas when writing a summary
- Add connective words for clarity and coherence
- Use category terms instead of a list of words (For example, use furniture for chair, sofa or table)

## WHAT A SUMMARY DOES *NOT* CONTAIN:

- Your opinion
- Material directly copied or quotes
- What you think the author should have said



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