**Summarising Information**

1. Skim through the article. What is the main point that the author is making?
2. How many sections is the article split into? Are there subheadings or paragraphs to separate sections?
3. Read through the article carefully, noting down any keywords that could be used to describe the content of each section. Try to use your own keywords where possible rather than copying from the text.

|  |  |
| --- | --- |
| Section | Keywords |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |

1. Are the keywords for any of the sections the same? Sometimes authors will repeat ideas in their writing to reinforce them, however they will only need to be mentioned once in a summary.
2. Compare the keywords from the sections to the main point you identified in question 1. Are these keywords relevant to the main theme of the article? If you find that any of the sections do not add to the understanding of the main point of the article, these can be left out.
3. Write sentences using the keywords identified to summarise the article. Think about the order in which you will present the information. You may find that different themes and keywords can be grouped together easily, not necessarily in the same order they appear in the original article.
4. Aim for a summary that is 10% of the length of the original source.