

Summary: condense information & paraphrase

What is expected?

- Identify key ideas in a text
- Remove unnecessary information
- Paraphrase (say in other words) using your own words
- Write a clear and concise (short/to the point) summary

A summary is a short version of a text

- It includes only the main ideas, not all the details.
- Think of it like this: If a text is a full meal, a summary is a small snack.

Key Rules:

- Use your own words as far as possible
- Include only important ideas
- Keep it short and clear
- Do NOT copy full sentences

CONDENSING INFORMATION

Condensing means:

- Making information shorter without losing meaning

Example:

- Original sentence:
- Many teenagers spend a lot of time on their phones every day, especially on social media platforms like Instagram and TikTok.
- Condensed version:
- Many teenagers spend numerous time on social media.

Tips for Condensing:

- Remove examples
- Remove repetition
- Remove extra adjectives
- Keep only the main idea

PARAPHRASING

- Paraphrasing means:
Saying the same idea using **different words**

Example:

- **Original:**
Exercise is important for maintaining a healthy body.
- **Paraphrased:**
Physical activity helps to keep your body healthy.

Same meaning

Different words

Paraphrasing Techniques:

- Use synonyms
- Change sentence structure
- Combine sentences

COMMON MISTAKES

Avoid these:

- Copying directly from the text
- Including too many details
- Writing too long
- Changing the meaning

EXAMPLE:

It is important to drink enough water every day because it is good for your health. Water helps the body function properly and it improves concentration. Drinking water keeps your skin healthy. Many people do not drink enough water and instead choose sugary drinks, which can be harmful.

Identify Main Ideas

- Water is important for health
- It helps the body and concentration
- Water keeps the skin healthy

Remove Extra Details (condense)

- Remove examples
- Remove repetition
- Remove extra adjectives
- Keep only the main idea

PARAPHRASE

- Water is essential for good health.
- It assist the body to function
- Water enhances concentration.
- It keeps your skin healthy.

EXAM TIPS

- Identify the main ideas
- Paraphrase/use synonyms
- Do not add your own opinion
- Write in full sentences
- Count your words
- Stick to the word limit