

SUMMARY

SELECT. PARAPHRASE. COMBINE.
NO OPINIONS. NO REPETITION.

EXAMPLE TOPIC

THE IMPACT OF PLASTIC POLLUTION ON OUR OCEANS

Original text

Plastic pollution is a growing problem in our oceans. It harms marine life, damages ecosystems and can even affect human health. More businesses and governments are working on solutions, but more needs to be done to reduce plastic waste.

Summary

Plastic pollution harms oceans and marine life. It can affect people too. Efforts are being made, but more action is needed to reduce waste.

“A GOOD SUMMARY
TAKES LESS SPACE
BUT KEEPS ALL THE
IMPORTANT IDEAS.”

KEY FEATURES



SELECT

Choose only the main ideas.



PARAPHRASE

Use your own words.



COMBINE IDEAS

Put ideas together in a clear way.



NO OPINIONS

Include only facts, not your views.



NO REPETITION

Don't copy phrases or repeat information.

TOP TIPS

- ✓ Read the whole text carefully.
- ✓ Find the key points.
- ✓ Write in your own words.
- ✓ Keep it short and clear.
- ✓ Check your summary.

DO

- ✓ FOCUS ON MAIN IDEAS
- ✓ USE YOUR OWN WORDS
- ✓ KEEP IT SHORT

DON'T

- ✗ INCLUDE EXTRA IDEAS
- ✗ COPY PHRASES
- ✗ GIVE OPINIONS
- ✗ MAKE IT TOO LONG



CLEAR SUMMARIES
STRONGER RESULTS