

SUMMARY

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

PURPOSE

A summary gives the main points of a text in your own words.

It is shorter than the original.

Original text

Plastic pollution is one of the biggest environmental problems of our time. Every year, millions of tonnes of plastic are produced and much of it ends up in our oceans and waterways. This harms marine life, damages ecosystems and can even affect human health. Governments, businesses and individuals need to work together to reduce plastic use, improve recycling and develop alternatives. Small changes in our daily lives can make a big difference for the future of our planet.

Summary

Plastic pollution is a major environmental problem. It harms marine life, ecosystems and human health. Everyone must work together to reduce plastic use, improve recycling and find alternatives. Small actions can help protect our planet.

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

KEY FEATURES



SELECT

Choose only the main ideas and important details.



PARAPHRASE

Rewrite the ideas in your own words.



COMBINE IDEAS

Put similar ideas together in a clear way.



NO OPINIONS

Do not include your personal views or comments.



NO REPETITION

Do not copy phrases or repeat information.

TOP TIPS

- ✓ Read the whole text carefully.
- ✓ Highlight or note the key points.
- ✓ Write your summary in fewer words.
- ✓ Check that you have covered all the main ideas.
- ✓ Proofread and check your word count.

DO



FOCUS ON THE MAIN IDEAS



USE YOUR OWN WORDS



LINK IDEAS SMOOTHLY



KEEP IT CONCISE

DON'T



DON'T INCLUDE EXTRA IDEAS



DON'T COPY PHRASES



DON'T GIVE YOUR OPINIONS



DON'T MAKE IT TOO LONG



A GREAT SUMMARY SHOWS UNDERSTANDING, NOT JUST SHORTER SENTENCES.