

SUMMARY

SHORTER. CLEARER. YOUR WORDS.

PURPOSE

GIVE THE MAIN
POINTS ONLY
IN YOUR OWN
WORDS.

ORIGINAL TEXT

Plastic pollution is one of the biggest environmental problems of our time. Each year, millions of tonnes of plastic end up in oceans and rivers. It harms marine life, damages ecosystems and can even affect human health. Governments, businesses and individuals all need to work together to reduce plastic use, improve recycling and find better alternatives.

SUMMARY (MAX 90 WORDS)

Plastic pollution is a major problem. Millions of tonnes of plastic enter oceans and rivers each year. It harms marine life, damages ecosystems and may affect human health. Everyone must work together to reduce plastic use, recycle more and find better alternatives.

“A GOOD SUMMARY
KEEPS THE IDEAS,
NOT THE WORDS.”

KEY FEATURES



SELECT

Choose only the main ideas.



PARAPHRASE

Use your own words.



COMBINE

Put similar ideas together.



NO OPINIONS

Do not add your views.



NO REPETITION

Do not copy phrases.

TOP TIPS

- ✓ READ CAREFULLY
- ✓ FIND THE KEY POINTS
- ✓ WRITE LESS
- ✓ CHECK YOUR WORD COUNT
- ✓ PROOFREAD

DO



FOCUS ON
MAIN IDEAS



USE YOUR
OWN WORDS



LINK IDEAS



KEEP IT
CONCISE

DON'T



ADD EXTRA
INFORMATION



COPY
PHRASES



GIVE YOUR
OPINIONS



MAKE IT
TOO LONG



LESS WORDS.
MORE MEANING.