



What is summarising?

A summary is a **shortened version of a longer text**.

Sometimes you need to read or listen to lengthy pieces of information, extract the main points in order to make a decision, then give an opinion or draw conclusions.

Summarising is an important skill that is often used when **researching, gathering or presenting information**.

A good example of summarising is preparing a Curriculum Vitae (CV). Although the term comes from Latin and means 'life story', a CV should be a concise and 'easy to read' version of your main strengths, achievements and experience.

The person reading your CV should be able to make a decision about whether or not you have the necessary skills and experience for the job.

A summary should not contain unnecessary detail or be written like an essay.