



Understanding summaries

Read the following statements about summarising. **Decide whether they are true or false and give reasons for your answers.** If you're unsure, the factsheet on summarising at the beginning of this topic may give some clues.

1. A summary is a set of rough notes. You do not need to use full sentences.
2. Pictures or diagrams can be used in summaries.
3. When writing a summary, you cannot change the order in which information appears in the original text.
4. If you have to 'read between the lines' to extract information then it could be said that the information is 'explicit'.
5. It is acceptable to use headings or sub-headings when summarising.
6. If you highlight the main points in the original text then you can just copy these into your summary.
7. A summary should include as many descriptions as possible.
8. 'Précis' is another word meaning a written summary.

Check your answers with the answer sheet.