



## Understanding summaries - answers

The answers are given in **bold**.

1. A summary is a set of rough notes. You do not need to use full sentences.

Correct answer: **False**

**Summaries should always be written using complete sentences or paragraphs with correct grammar and punctuation.**

2. Pictures or diagrams can be used in summaries.

Correct answer: **True**

**If an image helps to communicate the meaning of the original information then you can include this in your summary.**

3. When writing a summary, you cannot change the order in which information appears in the original text.

Correct answer: **False**

**You can change the order of information in a summary so long as this does not alter the meaning or sense of 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'.

Correct answer: **False**

**Information that is hidden within text is said to be implicit not explicit.**



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5. It is acceptable to use headings or sub-headings when summarising.

Correct answer: **True**

**Headings and sub headings can be a useful way of organising a summary, particularly if the original text is very long.**

6. If you highlight the main points in the original text then you can just copy these into your summary.

Correct answer: **False**

**A summary should be written in your own words and not just be text that has been copied from the original version.**

7. A summary should include as many descriptions as possible.

**False**

**Not all descriptions will need to be included in a summary. Ask yourself whether or not the meaning will be lost if you leave out a particular description.**

8. 'Précis' is another word meaning a written summary.

Correct answer: **True**

**Précis is of French origin and is another word meaning a written summary.**