

Summarising Tools

By looking at word etymology we can find out more about their precise meaning

Summarise

Latin **summa** meaning
“the whole or gist of

So to summarise means to convey
the whole of something.

The 5 R 's for Summarise

Reduce

Reject

Re word

Reproduce

Re package

Reduce

Read through the text and reduce it down to one or two sentences. Make sure you include the key ideas or points .



Reject

Reject anything you do not need and highlight the relevant information .

Re word

Put the text into your own words.

Reproduce

Re write to check your own understanding. Have you selected precise vocabulary ?

Re package

Re write into another form . Change an information text so that it is for a different audience or purpose .
Make it persuasive.