

3 Worksheet on Summary-Writing

Text: Craig Harrison, "Tomorrow Will Be a Lovely Day", from: Martin Arndt/Karl Sassenberg, *Australia and New Zealand - Down Under On Top*, Viewfinder Topics (München: Langenscheidt, 2011), pp. 58f.

A INSTRUCTION: HOW TO WRITE A SUMMARY

A summary is a concise restatement in your own words of the author's main and supporting ideas in the order the author presented those ideas.

To ensure that your summary conveys clearly the ideas presented in your source, do the following:

- The original text is cut to about **one third of the original text** (in most cases, this will be less than 250 words).
- Read the source through quickly to get a general sense of what topics the source covers = **skimming**.
- Now read the source through again, but this time read **slowly** and **carefully** = **scanning**.
- Use your **own phrases and sentences**. Look upon yourself as a summarizing machine; you are simply repeating what the source text says, in fewer words and in your own words.
- Direct or reported speech is changed into **statements**, with the exception of very important quotations.
- If you use phrases or clauses directly from the source, enclose those citations in quotation marks, but do not quote extensively.
- Use the **present tense** in writing your summary (e.g.: Smith says (that)/Smith concludes by saying (that)).
- Note, however, that you have to use different tenses for everything having happened beforehand. Decide whether to use simple present, simple past, present perfect, conjunctive or passive voice. Use the **long forms**.
- **Do not include your opinion** of the source in your summary.
- Combine the simple sentences by using **conjunctions** like "as, though, because, since" etc., **connectives** like "therefore, then" etc., participle constructions or infinitives.
- Compare the original text with your text to find out that you have got the essential information (**check**).

- A written summary has a clearly arranged structure and is written in a logical, chronological and traceable manner.
- It starts with a **lead** including **title, author, text type, date of publication** and the **main idea of the text = central theme** (the text written by.... deals with... excerpt; Auszug; passage – Passage; extract - Ausschnitt). Sometimes it also provides pertinent background information about the author of the source or about the text to be summarised.
- When summarising stories, focus on **setting, characters, conflict, rising and falling action, denouement, and outcome**.

Vocabulary aid:

- The text
 - explains (erklärt, erläutert)
 - mentions that (nennt, erwähnt)
 - deals with (bezieht sich auf, handelt von)
 - describes (beschreibt)
 - provides (stellt dar)
- The author (der Autor) ...
 - tells us about (erzählt von)
 - assumes (geht davon aus, nimmt an)
 - provides information about (bietet Informationen zu)
- In the text (im Text) ...
 - we can read (können wir lesen)
 - it says that (wird gesagt, dass)

B TASK

Summarise the extract from the drama “Tomorrow Will be A Lovely Day“ in about 220 words.

(Martin Arndt)