

Writing Guide: A Summary

When writing a summary:

- include only the important information.
- avoid including an opinion.
- use your own words where possible.

Paraphrasing (writing sentences in your own words) is a useful skill when summarising. When we paraphrase, we make sentences shorter or we combine sentences using connectors.

Useful language

Apparently
Consequently
Presently
Finally
Clearly
Although
Obviously