**NAME: AGBEKA LESLEY OBAKORE**

**DEPARTMENT: NURSING**

**COLLEGE: MEDICINE AND HEALTH SCIENCES**

**MATRIC NO: 19/MHS02/006**

**COURSE: GST 122**

**SUMMARY WRITING**

**Summary writing can be defined as a brief account of a text, report, statement or a passage and is regarded as a condense form of a longer text which contains its central point expressed in the writers own words. It is like a graduated form of comprehension, where the ability of the students concerned to read and understand. The first thing about summary is understanding is the comprehension where u have to understand what the passage is talking about by using your own ability to be able to represent. Such passage is a condense form and this is called summary, there are some features that are in summary which Includes;**

* **COMPREHENSIVE SUMMARY**

**This means that in a given summary, all the essential points in the text being summarized and the good way to achieve this is to pay attention to the statement that is contained in the given passage as well as the various supportive details that you have in developing his or her own ideas. So u will be able to identify the physics statement that the writer has used.**

* **EFFECTIVE SUMMARY**

**This deals with the brevity of a good summary that must be brief while containing all the various essential point stated in the original text, this means that any individual that is engaging in this summary writing should be very brief but that doesn’t mean that it should be brevis’s of the various essential details in the passage but be able to understand that you are only made to use your physics statement important parts of it.**

* **COHENRENCE SUMMARY**

**This means that all the various sentences that is being used in doing your own summary**

**writing must be in a very logical manner so that the reader can follow and note that it is not all the various points that is supposed to be in your summary that is given by the writer whether such points must be in a sequential manner or logical manner by able to identify those various key points.**

* **OBJECTIVITY**

**This deals with the accuracy to reflect he original ideas of any passage while doing summary writing it is not expected to bring in evectional opinions. It is expected of you to stick to the fact of the that passage and no room for irrelevant materials to use in a summary text.**

**GUARDIANS IN SUMMARY WRITING**

* **You need to read the instruction given in a summary passage.**
* **Read the summary passage very fast and answer the relevant question to the summary passage.**
* **Understand the questions and set them at the back of your brain.**

**Go back to the passage and what we call a second reading to that passage and pick out your key points (understand them).**

* **Examples, illustrations, analogist and every important thing should be omitted in your answers, but in a case of examinations all these are not compulsory because they will come out as supportive details.**
* **Make sure there is no grammatical error or expressional error in your answers.**
* **Avoid idealess leading of a sentence that contains elements of the required answer from the passage.**
* **Avoid using your own comments.**
* **Revise your answers very well.**

**NOTE;**

**You are not expected to bring irrelevant thing outside the passage. Write your answers in complete sentences, avoid using preamble’s in your answers it is very important.**

**When writing a summary u are expected not to use phrases, dependent or subordinate clause. You are expected to write your answers in sentences and in simple sentence is a very good example of that which means that when we deal with simple sentences, we are dealing with what we call independent clause.**

**INDEPENCENT CLAUSE; This is a clause type that can depends on its own.**