

How to use summarising

SUMMARISING SHOULD BE USED TO HELP YOU BREAK DOWN LARGE PIECES OF INFORMATION INTO THE KEY POINTS.





IDENTIFY THE KEY POINTS

- Read through all of the information and underline or highlight key facts. Focus on main ideas, not minor details.
- Look for headings, bold text, or repeated concepts.

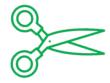




MODIFY THE INFORMATION

- Use your own words and images in your summary.
- Avoid copying sentences directly.
- Rewrite ideas in a way that makes sense to you include images to aid your memory.





TRIM IT BACK

- Keep your summary concise.
- Eliminate unnecessary words and examples.
- Aim for a short, clear version of the original content.





LIST IT

- Use bullet points or numbered lists.
- This makes information easier to read and remember.
- This also helps to break down complex ideas.

HOW TO USE SUMMARISING EFFECTIVELY



As you are reading through the information at the start of the process focus on the 5Ws Ask yourself: Who? What? When? Where? Why? This helps ensure you cover essential details.



Use paraphrasing by writing in your own words to express ideas in a shorter, simpler way.



Use acronyms and mnemonics to help you remember key facts.



Try and explain your summary to a friend or family member.



Don't just copy out all the information. This won't help you to understand or remember it.



Don't use complicated words you don't understand. Use simple, clear language that makes sense to you.



Spectacular Summarising

