



DIRECTED LEARNING ACTIVITY

Summary Skills for Academic Writing

OBJECTIVE:

Summarizing is a critical student skill used for writing research papers. Summaries should incorporate the following features:

1. The summary should be a condensed form of an original text, including *just* the main ideas.
2. The summary should be written in your own words, only quoting sparingly.
3. The summary should match the tone of the original text.
4. The summary should make specific reference to the author and/or title and page of the original text.

This activity is intended to help you develop summary writing skills that will benefit you when writing papers for your composition class as well as many other college courses.

ACTIVITY: The following steps constitute the independent portion of this Directed Learning Activity. Once you have completed this portion, you must meet with a tutor to review the activity.

1) In order to acquaint yourself with the principles of summary, go to the following web site:

http://www.wisc-online.com/objects/index_tj.asp?objID=TRG2603

The site reviews the fundamental elements of a summary and highlights the features of appropriate summaries using specific examples.

2) Once you feel more comfortable with writing summaries, write the three practice summaries available at the end of the online tutorial. Once you have completed a practice summary, copy and paste it into a Word document before working on the next summary. Print the summaries out before your scheduled appointment with a tutor.

REVIEW:

Bring your practice summaries to your scheduled appointment time. The session will focus on reinforcing the principles for successful summary writing. The tutor will provide a brief evaluation of your skills and the accuracy of your summary during the session. After the session, focus on applying these summary skills while writing your papers. Be prepared to utilize this experience in future class discussions and assignments that incorporate writing summaries.