

# Economics: Summarizing a Text

## FUTURE APPLICATIONS

- Summarizing is a skill that can help you with: future academic assignments (e.g. research papers), briefing notes, report and memo writing, project abstracts, or describing books/movies



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## SELF-EDIT

- Revisit the original text, then read over your summary, ensuring that you used your own words and captured all of the key points
- Try reading your work out loud, both watching—and *listening*—for spelling and grammar mistakes

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## KEEP THE SAME ORDER, REDUCE THE LENGTH

- Present the author's (or authors') points in the same order as the original text
- Make sure your summary is shorter than the original text (follow your professor's word count guidelines)

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## USE YOUR OWN WORDS

- Explain the author's (or authors') main ideas in your own way, using your own words
- Sometimes it helps to familiarize yourself with the text first (steps 1-3), then put the text aside to summarize, or summarize by using your notes

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## PICK THE MAIN POINTS

- Select only the most important points (probably the most difficult part!)
- Try thinking about your summary this way: soccer or hockey game highlights only show the key moments (e.g. goals, near misses, and penalties, etc.), which is similar to what you are trying to do

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## UNDERSTAND THE TEXT

- Look up unfamiliar words/terms
- Determine the central argument and purpose
- Re-read the text for greater understanding

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## READ THE TEXT CLOSELY

- Read the article carefully
- Highlight key ideas
- Take notes as you read