



# Lecture Summary: How to Write

ALNT

# How to write a summary of a story/text that you listened to

- ▶ 1. Listen to the lecture and take notes of it. Make sure you understand the lecture.
- ▶ 2. look through your notes and underline the major points/ideas.
- ▶ 3. Write a first draft of the summary looking at the major points of the lecture.
- ▶ 4. Always use paraphrase when writing a summary.
- ▶ 5. Use reporting verbs to introduce the main ideas from the article.
- ▶ 6. Target your final draft for approximately 100 words

# The features of a summary:

- ▶ 1. Start your summary with a clear identification of whose lecture you listened to and the main topic of the lecture.
  - ▶ Example: Donald Hall's lecture is about different types of reading.
- ▶ 2. Write about the major points/ideas: Donald Hall was talking about ..... **Do not include details or examples given by the speaker/lecturer**
- ▶ 3. **Never put any of your own ideas, opinions, or interpretations into the summary. This means you have to be very careful of your word choice.**
- ▶ 4. Write using "summarizing language." Periodically remind your reader that this is a summary by using phrases such as *the lecturer claims, the lecturer suggests, etc.*

# Task 1

- ▶ Read the summary example and decide which features of a summary were used by the writer. Why are some words in summary 1 highlighted?

# Sample Summary1

- ▶ The lecture “The effects of divorce on children” was given by R. H. It is about the problems that can appear in the life of children after their parents’ divorce. The lecturer informs us that there are a lot of differences between children who live in two-parent families and in divorced families. Especially the second group has more problems with peers, school and depression. Therefore, the lecturer suggests that if a child has very big problems in life, he should go to a psychologist in order to receive professional help. The lecturer explained that parents should continue their communication with their children if they want them to be happy in the future. Moreover, the lecturer reports that parents who still want to divorce must talk with the child about the issues and consequences of their future separate lives. In conclusion, the lecturer wants us to understand that mothers and fathers are the most important people for all children and that is why they have to continue communication with each other even after divorce.

# The skeleton of a 100-word summary of the lecture



- ▶ The lecture “\_\_\_\_\_” is given by \_\_\_\_\_. It is about \_\_\_\_\_.
- ▶ The lecturer raises the issue whether \_\_\_\_\_ (direct word order in the sentence that follows)
- ▶ According to the lecturer, \_\_\_\_\_
- ▶ He claims/explains/etc. that \_\_\_\_\_
- ▶ He concludes/ In conclusion, he \_\_\_\_\_