



ENGLISH FOR BIOLOGY

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2015



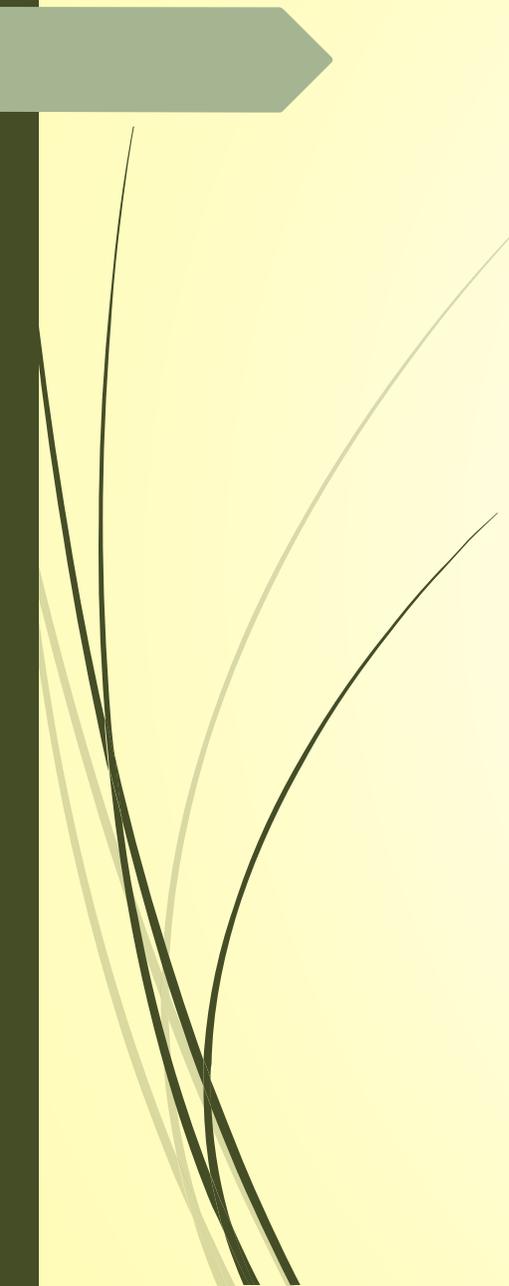
Summary and Essay



What is a Summary?



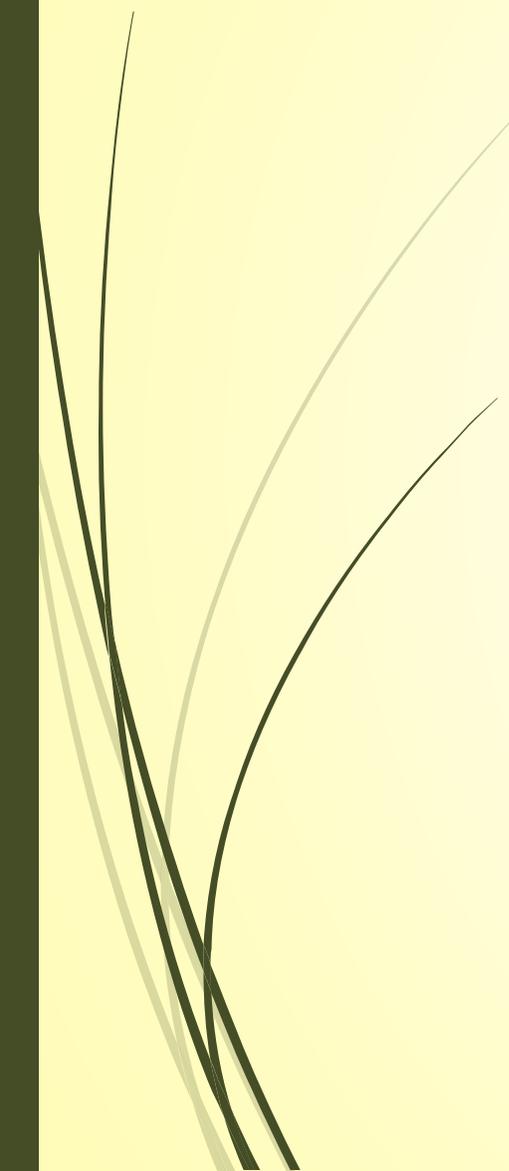
A summary is a shortened version of an original text. It includes the thesis (main idea) and major supporting points, and should reveal the relationship between the major points and the thesis.

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- A decorative graphic on the left side of the slide. It features a dark green arrow pointing to the right at the top. Below it, several thin, curved lines in shades of green and grey sweep upwards and to the right, creating a sense of movement and design.
- Summarizing is a powerful reading strategy. It increases comprehension and retention of information.

When you summarize, you restate the most important information of a text, using your own words.



Summarizing is:

- Keeping
 - Deleting
 - Paraphrasing
- 

Keeping

Keep only the *important* information and main ideas.

Deleting

Do not include supporting details in your summary.

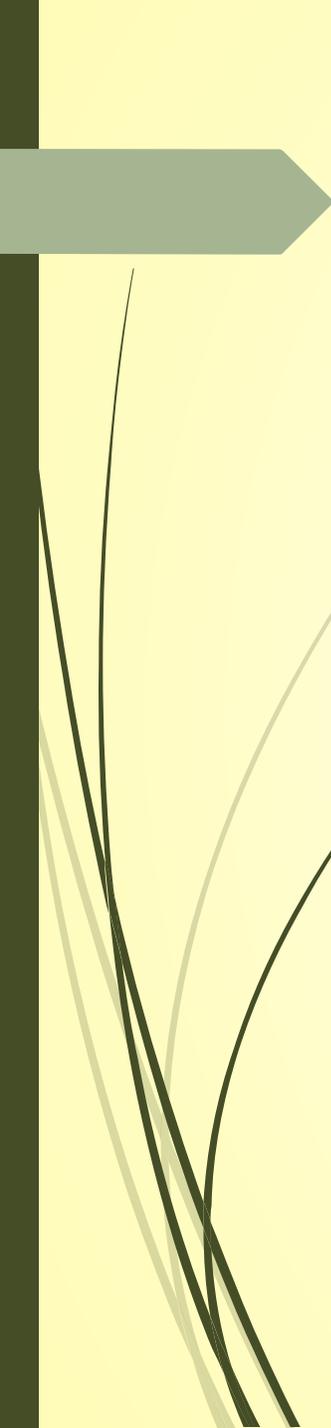
Paraphrasing

Use your own words!!!

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“Summaries are about the author’s arguments and details; they are not the place for personal opinions or judgments.”

-- Rick Wormeli

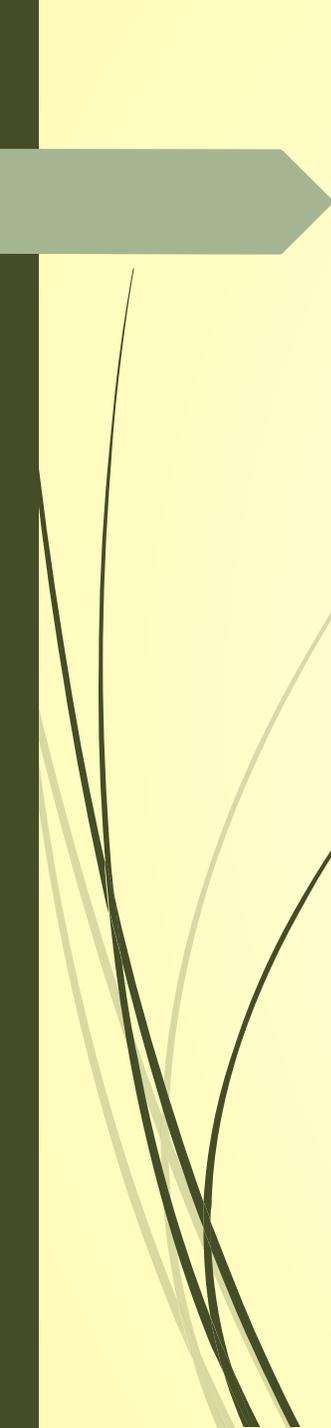
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Summaries should be between 10 to 25 percent of the original text's length

If the summary is more than 25% of the original text's length, you need to delete more details and keep only the important information.

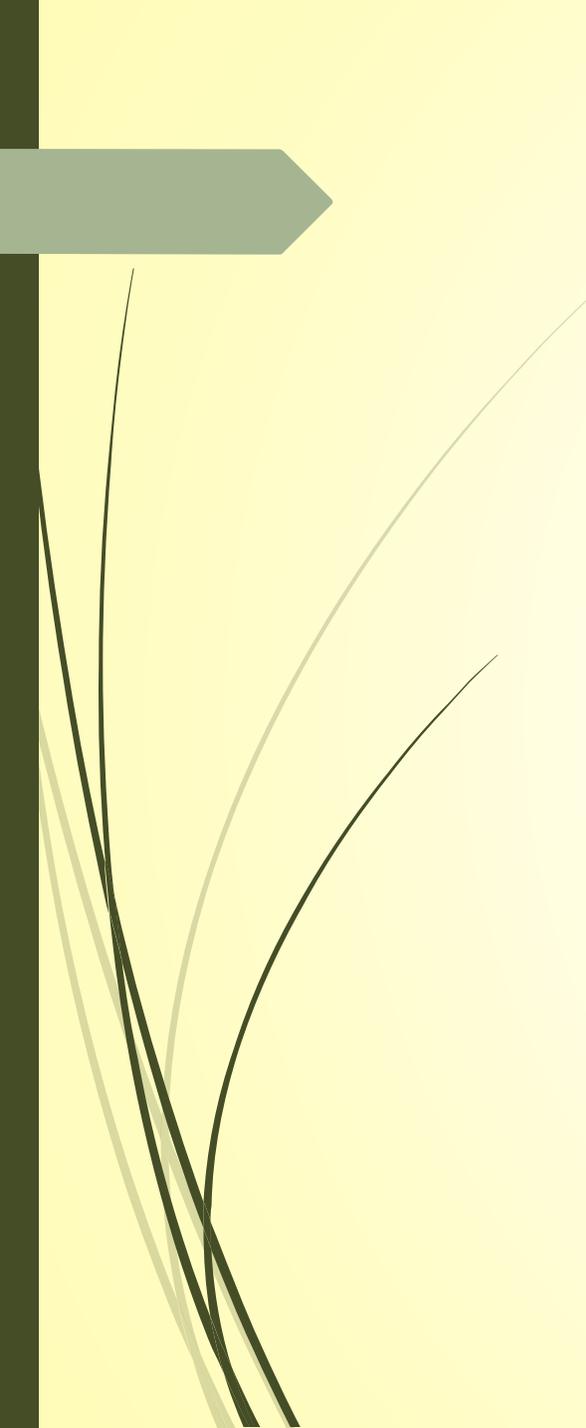
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One of the toughest parts of summarizing, is paraphrasing -- putting important information into *your own words*.

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Summarizing Tricks

Let's look at some strategies/tricks that will help you summarize.

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- Text Features
 - Vocabulary
 - Topic Sentences
 - Reporter's Notes --
Who, What, Where,
When, Why, How

Text Features

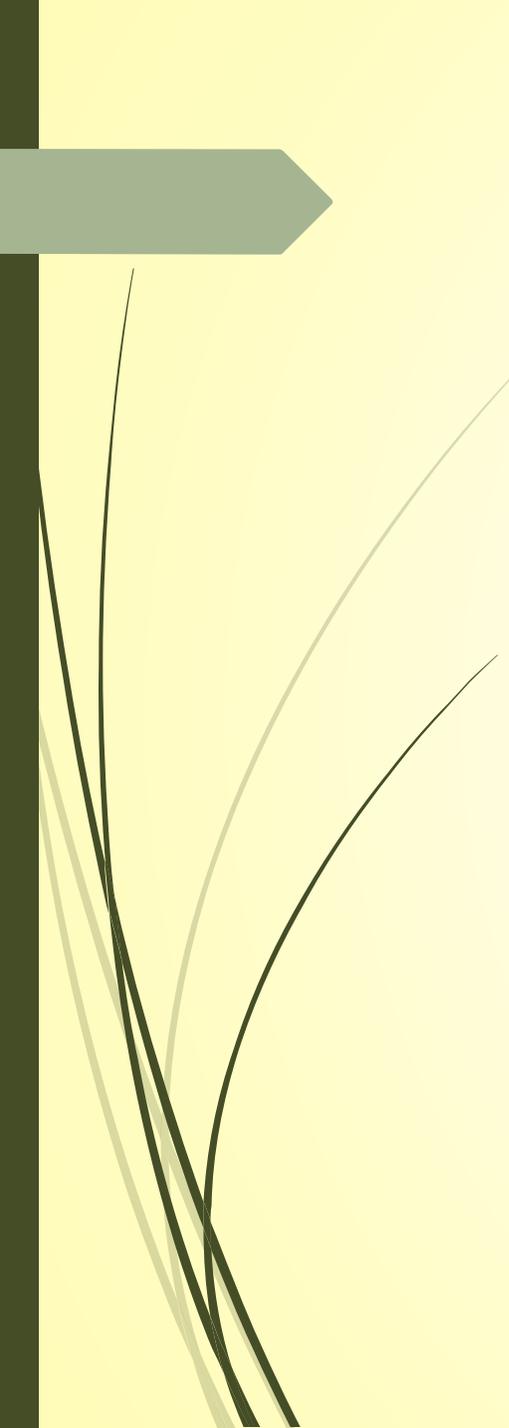
Text features such as titles, subtitles, **bold**, **color**, margin notes, etc. are clues to a text's most important information -- information you may want to include in your summary.

Vocabulary

If a text gives you a list of important vocabulary in its preview, or your teacher provides vocabulary prior to a unit of study, use these vocabulary words as important information that should be included in your summary.

Topic Sentence

When reading a short text, identify the topic sentence in each paragraph. A topic sentence holds the most important information in a paragraph. Therefore, a summary can be written simply by paraphrasing the topic sentences into your own words.



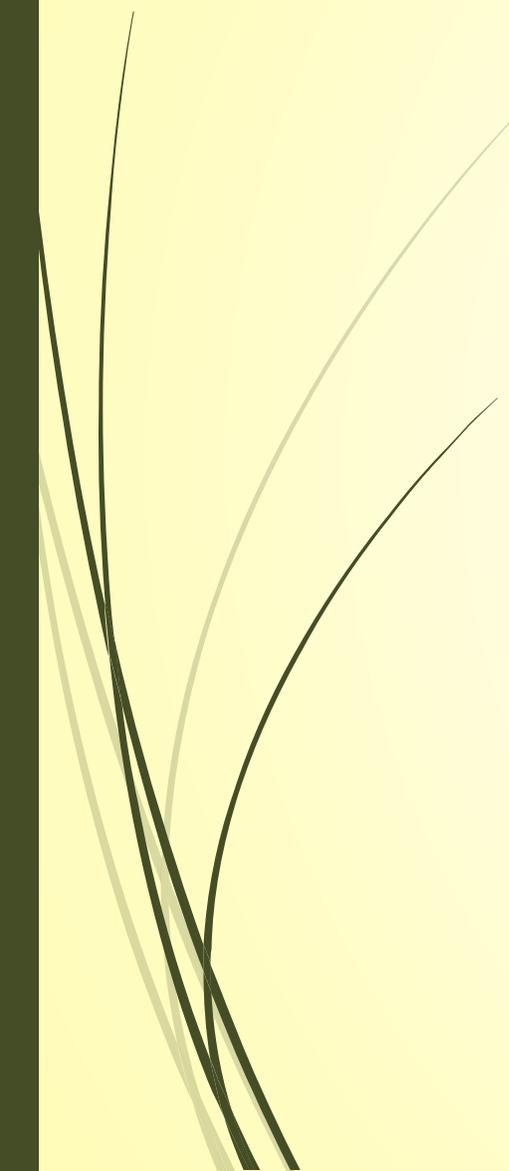
Reporter's Notes

*Who? What? Where?
When? Why? How?*

Identify the answer to each of the above items. Take your answers, write them into paragraph form and you have the framework for your summary.



Tips



- When summarizing, avoid examples, analogies, and rhetorical strategies.
- Only quote and paraphrase words and phrases that you feel you absolutely must to reproduce exactly the author(s)' full meaning.
- Keep in mind that your summary must fairly represent the author(s)' original ideas.

Checklist

1. Reread your source until you fully understand it.
2. Write a one sentence restatement of the source's main idea without looking at the source.
3. Use the text's main idea as your summary's topic sentence.
4. Pull out the text's main ideas.
5. Write the summary in your own words. Avoid looking at your source while writing your summary.
6. If you must include some of the source's original words and phrases, quote and paraphrase accurately.
7. Document the source's author, title, date of publication and any other important citation information.

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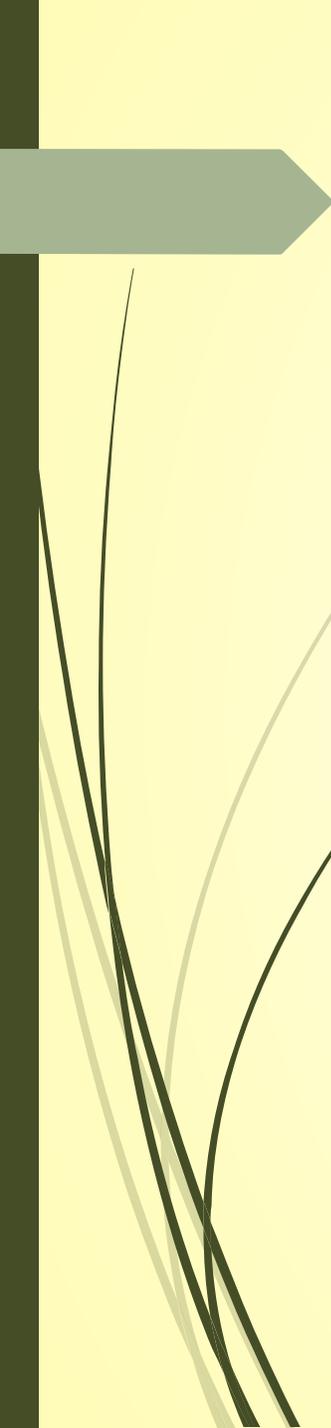
Remember, summarizing is a powerful tool to help you understand and remember what you read.

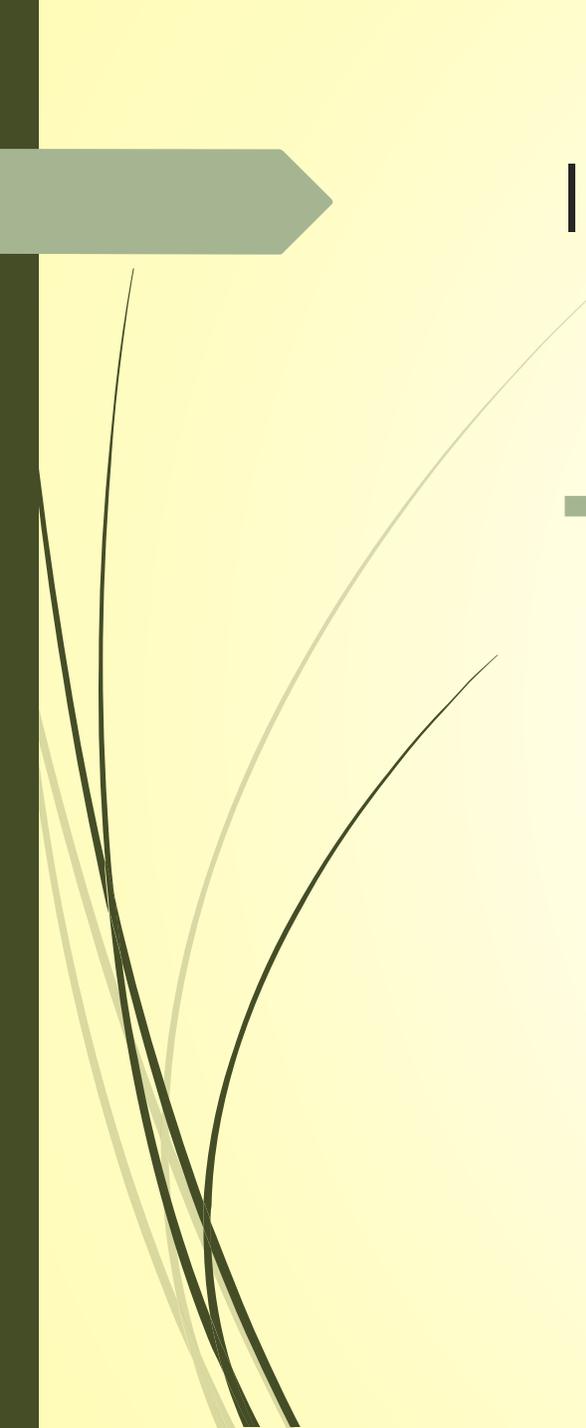
EXAMPLE OF CORRECTLY SUMMARISED INFORMATION

ORIGINAL TEXT (103 words)	ACCEPTABLE SUMMARISED TEXT (31 words)
<p>“For most people, writing is an extremely difficult task if they are trying to grapple in their language with new ideas and new ways of looking at them. Sitting down to write can be an agonising experience, which doesn't necessarily get easier with the passage of time and the accumulation of experience. For this reason you need to reflect upon and analyse your own reactions to the task of writing. That is to say, the task will become more manageable if you learn how to cope with your own particular ways avoiding putting off the moment when you must put pen to paper” (Taylor 1989, p. 3).</p>	<p>Inexperienced and even skilled writers can feel a great deal of anguish when faced with writing tasks; however, this response can be managed by recognising and coping with personal avoidance strategies (Taylor, 1989, p. 3).</p>



Essay

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- Essays allow students to demonstrate an in-depth knowledge of a topic based on research and reading. The skill of good essay writing is to be able to critically discuss and evaluate ideas within a set word limit. The focus of an essay is usually on developing an argument or analysing ideas rather than on description. The essay is written in paragraphs and has a structure that includes: introduction, body and conclusion.

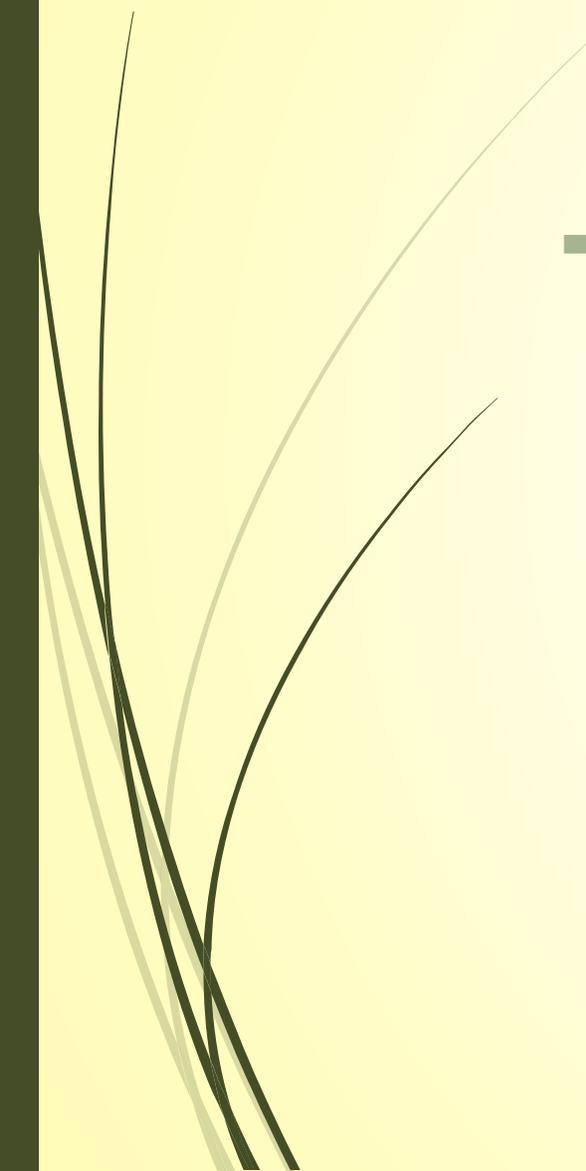
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Introduction

- ▶ The introduction sets the scene for the whole essay. You should not rewrite the essay question. Instead, the purpose of the introduction is to identify the topic, the position being argued and the main reasons for that position. The introduction will normally move from more general statements related to the question, to a specific statement of the main idea or argument that will be discussed in the body.



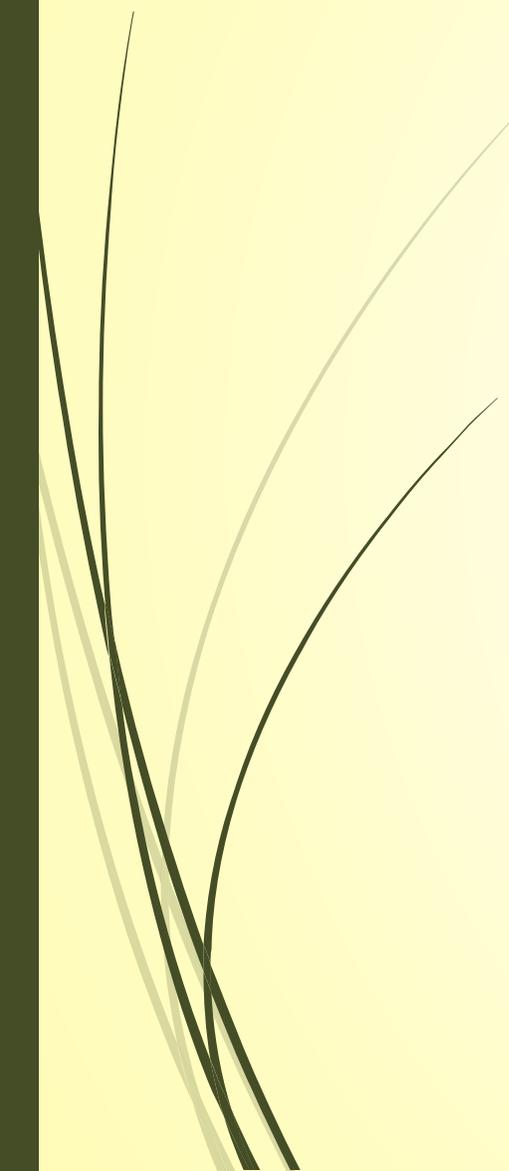
Body

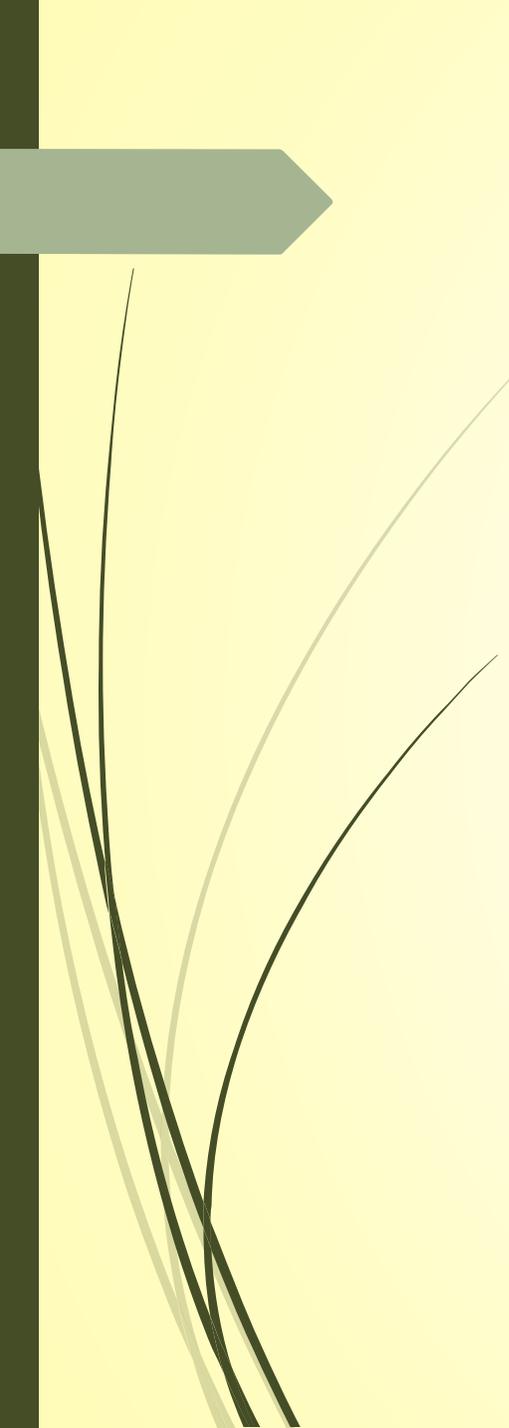


- ▶ Here you use evidence from scholarly readings to explain and support in detail the reasons for your point of view given in the introduction. The body contains a number of paragraphs that link together to develop a strong argument or discussion of the topic. Generally, a paragraph needs to be at least four to six sentences long. A single sentence does not form a paragraph in an academic essay and bullet points are usually not acceptable.



Conclusion

- The purpose of the conclusion is to summarise and make final evaluative comments on the ideas presented in the essay. It should not contain new ideas or examples. It is crucial to link the conclusion to the essay question.
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Essay → Combination of writing based on others works + putting your own idea(s)

What you should do when you write an essay :

- State the purpose of your essay and explain it clearly → this should be done by yourself
- Defend your idea by using others work that can corroborate your ideas / arguments → paraphrasing and summarising from your reading materials

First Draft

- Consider writing the main body of the essay first. The introduction is best written after this, as you are then clearer about what you are introducing. The conclusion is, fairly obviously, best written last.
- Start writing a section of the main body that you feel clear about, and for which you have enough reading and references. It doesn't matter what order you write sections in. You can look at ways to link them, and improve the flow, later on in the process
- Write quite quickly. Use short sentences which explain your meaning in a clear way. It is usually better to write 3 short sentences than 1 long one which can be hard to follow. Don't worry about style or grammar at this point, but concentrate on what points you are trying to make.
- As you draft each section, or group of paragraphs, make time later in the day to re-read your work. How does it read? Do your paragraphs start clearly? Do they follow each other in a logical way? Starting to think about your work critically early on can help you when you come to edit it in more detail later on.



Writing Assinment : Essay

- Write an essay approx. 3-5 pages (doesnt include Cover and Reference pages)
 - Topics : Biology
 - Intro, Body , Conclusion
 - Arial / Calibri, f 12, Line spacing 1,5
 - Due Date : Your final Exam (January ---, 2015, Bring and submit your paper during your English Exam)
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