

Mesleki Yabancı Dil 2 Dersi

Ankara Üniversitesi Elmadağ Meslek Yüksekokulu

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Hafta 4

HOW TO WRITE A SUMMARY

- A summary or an abstract is a short piece of writing containing the main ideas in a document, research paper or professional article.
- It contains only relevant, clear, and precise data concerning the paper; it comprises only the essential, basic information of the article in question.
- Summarizing means condensing or shortening a reading selection while preserving its overall meaning in order to demonstrate your understanding of a reading, to establish ideas you need to discuss or analyze in an essay, or just to inform a group of listeners about the text or article.
- A summary requires certain organization, i.e. it consists of the title, the introduction, the body and the conclusion.
- It keeps the same logical sequence as the article itself.
- The title must be as short as possible and is usually written in block letters.
- The introduction, the body and the conclusion should not exceed 100 words. Very rarely, more than 100 words are allowed.
- The style is neutral and impersonal, not “I”, but “it”, “they” sometimes “we”.

- Almost all the tenses used for writing summaries are in the passive voice, the simple present tense being the most common.
- If chronological sequence is required, the simple past, present perfect and present simple are used.
- Short sentences are strongly recommended, they offer a quicker and better overview of the information.
- All summaries usually begin with one of the following introductory phrases:
 - This paper deals with.....
 - This paper discusses.....
 - This article gives a short description of.....
 - This article shows the relationship between.....
 - This paper explains the methods used to.....
- Instead of “paper” or “article” you may say “the author”.
- Writing a summary is like writing hints or a crib sheet before an examination, however you have to make sentences out of them which would have the correct sentence scheme, i.e. Subject, Verb/Predicate and Object.