

# MY STORY

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## Reading for specific information

Read the first text again. What do the numbers refer to? Complete the table.

	Number	Refers to
a.	17	
b.	\$300	
c.	millions	
d.	99.9	
e.	four	
f.	1,000	

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## Determining from meaning context

Find the words in the text. Use context to complete the table.

	Vocabulary	Part of speech	Word family	Meaning	Sample sentence
a.	ancestry				
b.	ethnic				
c.	inherit				
d.	generation				
e.	genealogy				
f.	diversity				
g.	delighted				

Steps	Nº
Check what you wrote and <b>compare</b> it to the original text to make sure you have included all the main ideas.	
Check your sentences to make sure you haven't added any <b>new information</b> .	
Find and underline the <b>key words</b> .	
Identify and underline the <b>main idea(s)</b> in the text.	
Identify and underline the <b>points that support the main idea(s)</b> .	
<b>Proofread</b> your final summary to check your spelling and grammar.	
<b>Read</b> the text you want to summarise.	
Rewrite your sentences using appropriate transitions to <b>link one idea to another</b> .	
Write the key words and the main ideas in <b>your own words</b> . (Paraphrase, don't copy.)	

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## Summarising

Summaries are shorter versions of a longer piece of writing. They include all the most important main ideas of the original. A summary includes examples or ideas found in the original writing without any additional information. It should be brief, so it must either generalise or eliminate minor details and examples. It should also be clear. That means it should not be so general that it is vague or unclear.

Here are the steps you can follow when writing a summary:

- Read the text you want to summarise.
- Identify and underline the main idea(s) in the text.
- Identify and underline the points that support the main idea(s).
- Find and underline the key words.
- Write the key words and the main ideas in your own words. (Paraphrase, don't copy.)
- Check what you wrote and compare it to the original text to make sure you have included all the main ideas.
- Check your sentences to make sure you haven't added any new information.
- Rewrite your sentences using appropriate transitions to link one idea to another.
- Proofread your final summary to check your spelling and grammar.

Useful **linking words**:

- ✓ first / firstly, second / secondly, third / thirdly etc.
- ✓ next, last, finally
- ✓ in addition, moreover
- ✓ further / furthermore

Useful **expressions to summarise a text**:

**In short**

**In summary**

**To summarise**

**In conclusion**

**In a nutshell** (*informal*)

