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Say It Short & Smart! (Summary Writing)



Hello, My Writers! It's me EeeBee, your writing buddy!

Today we're going to learn how to turn a long piece of text into a short and clear summary. Just like packing only what you need for a trip, summary writing teaches you to pick only the most important ideas and leave the rest behind!



LEARNING OUTCOMES

- What is a **Summary** and why it matters
- How to **identify key points** in a text
- How to **avoid repetition and unneeded details**
- Tips to write within the **word limit**
- Making your summary **clear, connected, and complete**

What is Summary Writing?

A **Summary** is a short version of a longer text that includes only the **main ideas**. It should be **brief, clear, and in your own words**.

Why is it Important?

- Helps understand the main idea
- Improves memory and note-taking
- Saves time during exams and reading tasks



Key Elements of a Good Summary

1. Key Points Identification

- Focus on the **Main Idea** and **Supporting details**
- Skip examples, extra stories, and dialogue

- Ask yourself:
 - ✦ Who?
 - ✦ What happened?
 - ✦ Where and when?
 - ✦ Why is it important?

Tip: Underline or highlight the main idea in each paragraph while reading.

2. Avoiding Redundancy

Don't repeat the same point in different words. Also avoid:

- Descriptions and dialogues
- Opinions and emotional language
- Personal phrases like I think, In my opinion

Examples:

- The fox failed to get the grapes and called them sour.
- The fox kept jumping and jumping but couldn't get the grapes. He became angry and walked away. He said the grapes must be sour and he didn't want them anyway.



3. Word Limit and Coherence

- Stick to the **word count** given (often 50–100 words for Class 7)
- Write in **simple, connected sentences**
- Use **Linking Words**: and, but, because, so, then, after that
- Use the **same tense** throughout

Example Word Connectors:

First → Then → Next → Finally

Because → So → Therefore → However

Why is it important?

Original Passage (Excerpt):

“The thirsty crow searched for water. He saw a pitcher with little water. He dropped pebbles into it. The water rose. He drank and flew away happily.”

Summary (in 1–2 sentences):

The thirsty crow found a pitcher with little water. He dropped stones into it, drank the water, and flew away.

Summary Writing Steps

Step	Action
1	Read the passage carefully
2	Underline or list the main ideas
3	Remove extra examples, adjectives, and opinions
4	Use your own words to write 3–5 clear sentences
5	Check word limit and grammar

PRACTICE ACTIVITIES – LET’S TRY TOGETHER



Skills/Level
READING & WRITING/A1

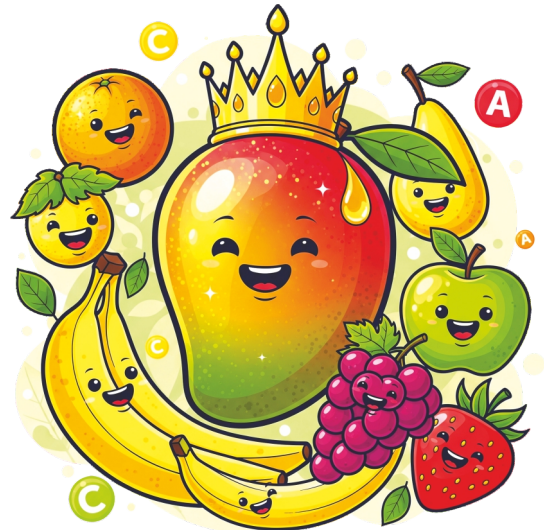


A Identify Key Points

Read the passage and list only the main points:

“Mango is called the king of fruits. It is grown in summer. Mangoes are rich in vitamins and are very sweet. They are used to make juice, pickles, and jams.”

1. _____
2. _____
3. _____
4. _____
5. _____



B Write a Summary

Write a short summary in 40–50 words:

“Rahul wakes up early every day. He goes jogging with his father. He eats healthy food and attends school regularly. He enjoys reading books and playing chess in the evening. On weekends, he helps his mother in the kitchen and learns new recipes.”



C Rewrite this passage into a summary

“There was once a young boy who was very lazy. He never helped his parents or studied. One day, he got lost in the forest. After struggling to survive, he realised the value of hard work. He returned and became a responsible son.”



COMMUNICATION SKILLS - LET'S TALK AND SHARE

A. SPEAKING GAME: SUMMARISE IT IN 3!



Skills/Level
SPEAKING & LISTENING/A2



- Listen to a short paragraph read aloud by the teacher.
- Each student must say its summary in 3 short sentences only.

B. LISTENING ACTIVITY:

Teacher reads a news story.

Answer the following:

- What is the main idea?
- Who is involved?
- What happened first and last?

ASSESSMENT & REVIEW - HOW WELL DID I LEARN?



Feature	Summary Tip
Purpose	To retell only the important points
Style	Clear, short, and connected sentences
Word Limit	50–100 words
Language	Use own words. No opinions or examples
Coherence	Use linkers and same tense throughout

SELF-ASSESSMENT CHECKLIST

How well did you learn? Colour the Smiley face that shows how you feel.



I can



Yes



Not Sure



Need Help

- Pick out the main points from a passage
- Avoid repeating details or examples
- Write within the word limit
- Use proper linkers and clear sentences
- Write a 3–5 sentence summary



EEEBEE INTERACTIVE ACTIVITIES



Listening



Speaking



Reading



Writing



Grammar



Vocabulary

WRITE YOUR SCORE

Practice your LSRW Skills



on Communication Lab



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The Topper's
Edge Podcast

