



**CHANDIGARH
UNIVERSITY**

Discover. Learn. Empower.

University Institute of Liberal Arts and Humanities

Course Name – Professional Business Communication

Course Code – 22PCH-105



SUMMARIZING

DISCOVER . **LEARN** . EMPOWER

COURSE OBJECTIVES

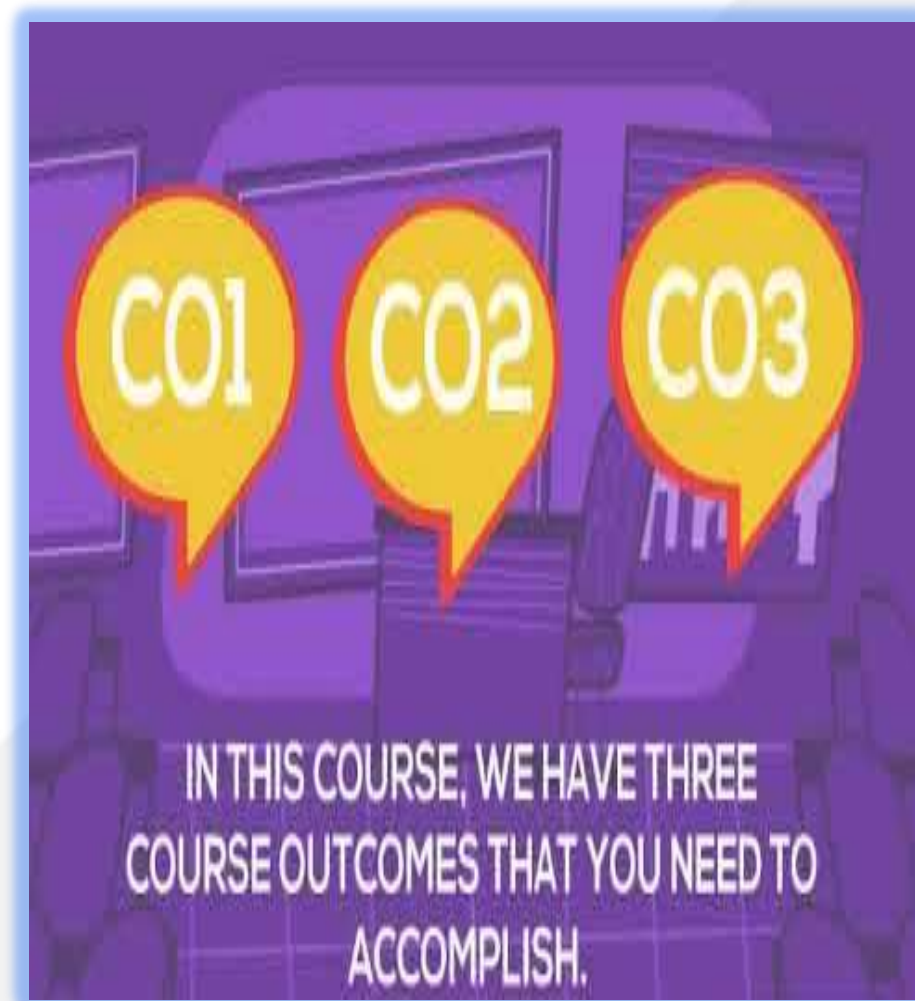
The Course aims to:

1	Augment student's overall communication and interpersonal skills by practicing oral and written English for professional life.
2	Enrich reading capability to enhance business sense through special emphasis on business vocabulary and its usage.
3	Write business documents clearly, concisely and analytically in correct syntax.
4	Speak coherently, concisely in social and professional environment.

COURSE OUTCOMES

On completion, the students are expected to

CO Number	Title	Level
CO1	Apply non-verbal and soft skills effectively to attain expertise in Listening, Speaking, Reading and Writing Skills (LSRW Skills).	Apply
CO2	Apply correct contextual and comprehensible written text and speech in a wide range of communication situations.	Apply
CO3	Demonstrate linguistic competence while speaking and writing through accuracy in grammar, intonation, pronunciation and vocabulary.	Apply
CO4	Evaluate information as critical readers, speakers and writers applying ethics in communication and being sensitive in cross cultural communication.	Evaluate
CO5	Create original short compositions, in the form of paragraph writing, business correspondence, blogs etc. using logical support and argument.	Create



SUMMARIZING

Definition:

A summary is a brief overview of an entire discussion or argument. It summarizes a whole research paper or conversation in a single paragraph. A summary gives the reader a condensed account of the main ideas in a text.

Let's discuss the difference between summarizing and paraphrasing.

Difference Between Summary and Paraphrasing

SUMMARY	PARAPHRASING
Summarizing is when you use your own words to draw out the key points of the original text, significantly reducing its length.	Paraphrasing is when you put the ideas of another author into your own words.
A brief restatement of the content of a passage, focusing on the central idea.	A precise restatement of the written or spoken words of someone else.

Difference (Cont....)

SUMMARY	PARAPHRASING
A summary can be selective. You can omit ideas that do not pertain to your purpose for summarizing as long as the omission is not a distortion of the meaning.	A paraphrase is specific and should not be selective. Since a paraphrase normally deals with a very specific portion of a text, the paraphrase should include all the elements of that portion.
A summary is much shorter than the original passage.	A paraphrase is roughly the same length, and even sometimes a bit longer, than the original passage.

Difference (Cont....)

SUMMARY	PARAPHRASING
A summary is in your own words, but some key words can be changed.	Paraphrase the words and the sentence structures of the original passage can be changed.

Important Points

Summary reports accurately and objectively what the original author has said. It addresses the following:

- the subject of the article
- the author's main point
- the kind of evidence the author uses: Scientific studies?
Personal research or experience?
- the author's conclusions: What does the author want the reader to think about this topic?

Poll Question: 1

Which one of the followings is not a part of Summary?

1. using your own words
2. summary being shorter than the text
3. exact word from the text
4. including main ideas only

Process of Writing Summary

- Preview
- Read
- Thesis and One-sentence Summaries
- First Draft



Summary Writing Tips

- Read the chapter thoroughly
- Break down ideas
- Write in column
- Always write a rough draft



Writing Tips.....

- Take your time
- Use sentence variety
- Revise the summary
- Write an interesting title



Poll Question :2

What should we do before write final draft of summary?

1. write the facts and dates in bold
2. underline the difficult words
3. revise the summary
4. make 2-3 paragraphs of summary

Exercise

Choose the Right Option

In a very happy mood, he read the letter in which it was stated that he had been accepted into the university.

- a) In a very happy state, he read his university acceptance letter.
- b) He was in a happy state when he was reading the acceptance letter from the university .
- c) Happily, he read his university acceptance letter. ✓
- d) He was happy when the letter came .

Sample Passage

There are times when the night sky glows with bands of color. The bands may begin as cloud shapes and then spread into a great arc across the entire sky. They may fall in folds like a curtain drawn across the heavens. The lights usually grow brighter, then suddenly dim. During this time the sky glows with pale yellow, pink, green, violet, blue, and red. These lights are called the Aurora Borealis. Some people call them the Northern Lights. Scientists have been watching them for hundreds of years. They are not quite sure what causes them. In ancient times Long Beach City College WRSC Page 2 of 2 people were afraid of the Lights. They imagined that they saw fiery dragons in the sky. Some even concluded that the heavens were on fire.

Final Summary

“The Northern Lights”

The Aurora Borealis, or Northern Lights, are bands of color in the night sky. Ancient people thought that these lights were dragon on fire, and even modern scientists are not sure what they are.

Application

- It will help students learn to determine essential ideas and consolidate important details that support them.
- It will enable students to focus on key words and phrases of an assigned text that are worth noting and remembering.
- It will encourage students to write successively shorter summaries, constantly refining their written piece until only the most essential and relevant information remains.

References

- http://www.uefap.com/reading/exercise/menu_nt.htm
- [https://www.amazon.com/Emily Kissner/e/B001JRTCVQ/ref=dpbylinecontpopbook_1](https://www.amazon.com/Emily-Kissner/e/B001JRTCVQ/ref=dpbylinecontpopbook_1) (Summarizing, Paraphrasing, and Retelling: Skills for Better Reading, Writing, and Test Taking 1st Edition)
- <https://www.amazon.in/> A Practical Course for Developing Writing Skills in English Kindle Edition by [J.K. Gangal](#)
- <https://igcse1english.wordpress.com/category/paper-2-question-3-summary-writing/>



THANK YOU

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