Self-Guided Worksheet: Writing Summaries

Instructions:

Follow the steps below to learn about writing summaries and practice your skills. Complete each section before moving on to the next.

What is a Summary?

A summary is a short statement that gives only the main points of a longer text.
A well-written summary should be:

- **Concise:** Only essential information should be included.
- **Complete:** All important information must be included.
- **Clear:** Understandable to the reader.
- **Correct:** Must convey the exact meaning of the original text.

A summary must be written in full sentences.

Write a summary of the following text

Being a student comes with a variety of challenges and opportunities. Firstly, students have the responsibility of attending classes, completing assignments, and preparing for exams. This requires effective time management and organizational skills. Balancing academic responsibilities with personal life can be difficult, but it is essential for success.

In addition to academic responsibilities, students often participate in extracurricular activities such as sports, clubs, and volunteer work. These activities provide opportunities for personal growth, skill development, and social interaction. They also help students build a well-rounded resume, which can be beneficial for future career opportunities.

Another important aspect of being a student is developing good study habits. This includes finding a suitable study environment, using effective study techniques, and staying motivated. Good study habits can improve academic performance and reduce stress.

Financial management is also a crucial part of student life. Many students have to manage their own finances, which includes budgeting for tuition, books, and living expenses. Learning to manage money wisely is an important life skill that will benefit students in the long run.

Finally, being a student often involves adapting to new environments and experiences. This could mean moving to a new city for college, making new friends, or adjusting to different teaching styles. Adaptability and resilience are key qualities that help students navigate these changes successfully.

In conclusion, being a student involves managing academic responsibilities, participating in extracurricular activities, developing good study habits, managing finances, and adapting to new experiences. These skills and experiences not only contribute to academic success but also prepare students for future challenges and opportunities.

LIVEWORKSHEETS

Summarizing vs. Paraphrasing

Paraphrasing: Rewriting information from another source in your own words without changing its meaning. A paraphrase is almost as long as the original text.

Summarizing: Includes only the essential information, making it much shorter than the original text.

Note: Changing the original meaning is not allowed in either a summary or a paraphrase.

Paraphrase the following text:

"Managing finances is an important skill for students. It involves budgeting for tuition, books, and living expenses."

Your Paraphrase:

Identifying Main Points

Read the following text and write down the main points.

"Participating in extracurricular activities helps students develop skills and build a well-rounded resume. These activities also provide opportunities for social interaction and personal growth."

Main Points:

LIVEWORKSHEETS