DO YOU KNOW HOW TO WRITE A SUMMARY?

A TOOL FOR COLLEGE YOU NEED TO HAVE!
Knowing how to write a summary is a beneficial tool in college, because it checks your understanding of the reading materials.

It can be used as a study guide in preparing for exams, as part of a written assignment for condensing information from an assigned reading or film, relaying a personal experience, or writing a journal entry as a record of class demonstrations.

A summary forces you to think about the information that you’ve read and taken notes from.

Additionally, it further checks your understanding because it requires you to condense that information down to its essential or main parts.
WHAT IS IT?

- A summary is a short, concise method of stating the main idea and significant supporting details of a reading selection or textbook chapter.
- It can be thought of as a study outline that is connected by sentences rather than numbers, letters, or indentations.
- A summary condenses a larger piece of work down to its essential parts.
WHAT A SUMMARY SHOULD INCLUDE:

- The **main idea** of the selection
- The most essential **supporting details** or explanations
- Only the **information** you have read
- Objective and **factual information** from the reading
- $\frac{1}{4}$ the length of the original essay
- **Your own words** and the use of paraphrasing skills
WHAT A SUMMARY SHOULD NOT INCLUDE:

- Your opinion
- What you think the author should have said
- Copied material or a string of quotes from the selection
A good method to build your skills in summary writing is to start by writing summaries of paragraphs.

The key for doing this is by using all essential points in a paragraph and condensing them into only a few sentences - expressed in your own words - to reflect the writer's thoughts.

A summary statement shows the relationship between several important ideas in a paragraph.
SUMMARY STATEMENT

- A summary statement should include the points from the main idea sentence as well as the essential points from the supporting sentences.

- It is brief and to the point!

- To write the summary statement, you put to use the methods of annotation and mapping.

Hmm! How much should I write?
Summary of a paragraph =
MAIN IDEA + Major Details
Hints for writing a brief summary for a paragraph:

- Read the paragraph looking for all the important ideas and facts.

  **ANNOTATE:**

- [Place brackets around the main idea.]

- Underline key words and phrases that support the main idea.

- WRITE KEY WORDS IN THE MARGIN

- Cross out any information that is not important.
ORGANIZE: MAKE A MAP!

- Make a map with the information you underlined and marked.
- Write a summary that includes all the important information you’ve identified.
- Paraphrase - don't copy the exact words from the reading; try to put the information in your own words.
Computers have become a necessity for both small and large businesses today. It takes a computer less than a second to retrieve information that takes a person several hours to obtain. It is for this reason that banks, airlines, and fast food restaurants rely so heavily on them. In addition, computers can store large amounts of data in a relatively small space. Because of this, offices need less storage space equipment such as file cabinets and supply closets.
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Computers are important for businesses.

- Speed in information retrieval
- Store large amounts of information of data
Computers are important for businesses because of their speed in retrieving information and their ability to store large amounts of data in small spaces.
YOUR TURN: ANNOTATE, MAP, WRITE A BRIEF SUMMARY: what should you do?
The lab instructor will give you the article to:

1. Read
2. Annotate
3. Map
4. Write a summary

5. After you complete each step, you can click the mouse to see the key so that you can check your work.
1. Read the article carefully.
2. Remember to identify the main idea.
3. Underline & number the essential details.
4. Locate the writer’s conclusion

The next slide shows you the article you will receive from the lab instructor.
_The Ecology of War_

**EARTH**

By Rick Boling

Pity the nation that wears a cloth it does not weave... eat a bread it does not harvest... pity the nation... that boasts not except among its ruins... and those whose art is the art of patching and mimicking.” —Kahlil Gibran

When Kahlil Gibran, patron saint of Lebanon, wrote these words he never imagined that the country he was describing would be his own. For like Henry David Thoreau, Gibran was first and foremost poet and essayist of the land. “Every time I close my eyes,” he once said, “I see those valleys full of magic and dignity and those mountains covered with glory and greatness trying to reach the sky.”

But according to Lebanese ecologist Ricardo Haber, Gibran could never describe those magical mountains and valleys today. “Where would he get his inspiration?” asks Haber, founder of a conservationist group called The Friends of Nature. “What landscape would he see?”

Reflected in Haber’s despair is the environmental devastation that has left his once-lush country under an avalanche of physical and psychological debris. From the destruction of its famous cedar forests to the now-rancid shores of the Mediterranean, Lebanon is reeling under perhaps the worst ecological disruption suffered by any country in history.

Once a nation whose staple foods included an abundance of fish drawn from the sparkling waters of the Mediterranean, Lebanon, for the first time in its history, is now forced to import fish from Syria and Turkey. According to Haber, the scarcity has resulted from the beleaguered nation’s inability to enforce laws protecting the integrity of its seas. Perhaps the major problems, he notes, are the new preferred tools for fishing—dynamite and poison bait. These illegal techniques allow fishermen to catch large numbers of fish, notes Haber, a professor at the American University of Beirut. But they also destroy the ocean habitat. The sea is further polluted by solid wastes and chemicals scattered along the rocky beach. “Treatment facilities were being built,” Haber explains, “but we can’t plant a plant or regulate an industry with the Shiites on one side of town and the Druse on the other.”

At the other end of the ecological spectrum, Haber adds, stand the pitiful remains of the famous cedar forests, whose trees have been cut for camouflage and firewood. Another, less direct cause of deforestation is the vicious shooting of birds—a psychological manifestation, says Haber, of the anger and frustration accompanying the war. In the past ten years, he notes, some 400,000 people have been involved in a “virtual massacre of birds” in the skies over Lebanon. As these birds, including storks, falcons, eagles, and swallows are killed, he notes, the forests’ tree-eating insects reproduce unchecked.

 Destruction of the forests, moreover, has caused soil erosion and diminished the supply of fresh water. Without forested watersheds, says Haber, much of the topsoil and rainfall just runs into the sea.

Finally, the disruption of war has also taken its toll on Lebanon’s agriculture. Land not destroyed by the negligence of the feuding Lebanese has been devastated by occupying forces, who build trenches and burn crops. And lack of government planning has allowed uncontrolled urbanization at the expense of fertile plains.

For Haber, this is where the war has had the most drastic effect. “To my mind,” he says, “the worst oppression one can inflict on a people is to destroy their agricultural potential and leave them wanting for food.”

But hope for the Lebanese environment appears to be as elusive as an end to the hostilities. A reversal of the situation would require an enormous cleanup effort based on cooperation among all citizens, adherence to existing environmental laws, and creation of an environmental body with full political support.

Such far-reaching changes in a country already losing its identity in the violence among various internal factions may be little more than pipe dreams. For Haber, however, such actions are not just pie-in-the-sky ideas. Unless steps are taken and pressure is brought to bear from the international conservation community, any hope of an ecological reversal may evaporate. “We cannot afford the pace and magnitude of the damage,” says Haber, “for the point of no return is imminent.”

Lebanon’s beaches, wastelands of litter and pollution, have caused a rash of disease.

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14 OMNI
The next slide will show you what your annotation should look like.
THE ECOLOGY OF WAR

EARTH

By Rick Boling

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When Kahlil Gibran, patron saint of Lebanon, wrote these words he never imagined that the country he was describing would be his own. For like Henry David Thoreau, Gibran was first and foremost a poet of the land. “Every time I close my eyes,” he once said, “I see those valleys, full of magic and dignity and those towers, they always seem to me...”

But according to Lebanese ecologist Ricardo Haber, Gibran could never describe the nation’s flora and fauna today. “Where would he get his inspiration?” asks Haber, founder of a conservationist group called “The Friends of Nature.” “What landscape would he see?”

Reflected in Haber’s despair is the environmental devastation that has left his once-lush country under an avalanche of physical and psychological debris. From the destruction of its famous cedar forests to the now-barren shores of the Mediterranean, Lebanon is reeling under perhaps the worst ecological disruption suffered by any country in history.

Once a nation whose staple foods included an abundance of fish drawn from the sparkling waters of the Mediterranean, Lebanon, for the first time in its history, is now forced to import fish from Sweden and Russia. According to Haber, the scarcity has resulted from the beleaguered nation’s inability to enforce laws protecting the integrity of its seas. Perhaps the major problems, he notes, are the new preferred tools for fishing—dynamite and poison—sold to the nation.

These illegal techniques allow fishermen to catch large numbers of fish, notes Haber, a professor at the American University of Beirut. But they also destroy the ocean habitat. The sea is further polluted by solid wastes and chemicals scattered along the rocky beaches. “Treatment facilities were being built,” Haber explains, “but we can’t construct a plant or regulate an industry with the Shiites on one side of town and the Druse on the other.”

Lebanon’s beaches, wastelands of litter and pollution, have caused a rash of disease. At the other end of the ecological spectrum, Haber adds, stand the pitiful remains of the famous cedar forests, whose trees have been cut for camouflage and fuelwood. Another, less direct cause of deforestation is the vicious shooting of birds—a psychological manifestation, says Haber, of the anger and frustration accompanying the war. In the past ten years, he notes, some 400,000 people have been involved in a “virtual massacre of birds” in the skies over Lebanon. As these birds, including storks, falcons, eagles, and swallows are killed, he notes, the forest-eating insects reproduce unchecked.

The conclusion

The conclusion...
Next Step – Create a Map!

Use the information that you annotated to create your map.

Pause here.

When you are done, check your map with the slide that follows.
USE THIS TEMPLATE FOR YOUR MAP

MAP
FOR "ECOLOGY OF WAR"

MAIN IDEA

Conclusion
MAP: *answer key*
FOR "ECOLOGY OF WAR"

**MAIN IDEA**
The once lush country of Lebanon is now faced with a devastated ecological system due to war.

**The Sea**
- Forced to import fish from Syria
- Inability to enforce laws to protect the sea
- Fishing tools used - dynamite & poisonous bait
- Pollution of shores by solid & chemical waste

**Cedar Forests**
- Trees cut for camouflage &
- Shooting of birds leave tree-eating insects invade the forests.
- Causes soil erosion & diminished water supply

**The Land**
- Land destroyed by negligence, occupying forces, poor government planning
  - Trenches & burned crops
  - Too much urbanization

**Conclusion:** Need for cooperation of Lebanese citizens, government & global communities to reverse ecological problems.
Now try your skill at writing a summary! When you’re done, check your summary with the example on the next slide.
"The Ecology of War - Earth"

The article, "The Ecology of War" by Rick Boling discusses how the once lush country of Lebanon is now faced with a devastated ecological system. He points out how the destructions of war have affected Lebanon's ecology. One such effect is that the country must now import fish from Syria and Turkey due to the nation's inability to enforce laws protecting its seas. Dynamite and poisonous bait have infiltrated the once clean waters of the Mediterranean. The sea is further polluted from unrestricted solid wastes and chemicals that are dumped in the water. The cedar forests have also suffered. Trees have been cut down for camouflage and firewood, while the soil has been dug out for trenches. The vicious shooting of birds has left tree-eating insects to invade the remaining trees. War has also destroyed Lebanon's agricultural industry because the land has been destroyed by negligence, occupying forces, and poor government planning or lack of it. This total damage to Lebanon's ecological system may be irreversible. In conclusion, according to the author, it will take cooperation among the Lebanese citizens as well as the international community to help repair the damage.
Congratulations! You are now well prepared to write a well-organized summary for your classes!