

The background features abstract, overlapping green geometric shapes in various shades of green, creating a modern and dynamic look. The shapes are primarily located on the left and right sides of the slide, framing the central text.

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Academic and Employability Skills

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Summarizing

What is summarizing ?

Summarizing is to express the most important facts or ideas about something or someone in a short and clear form .

When you summarize something , you write or tell the general idea and only the most important points. It's a skill we often use in school or at work , but even in our personal lives . Summarizing also helps students to sort the important information from the irrelevant . There are many technique variations for summarizing information , such as mind-maps, bullet points , story retelling and writing frames.

Why summarize ?

It helps students learn to determinate essential ideas and consolidate important details that support them.

When summarizing you must take into account the following questions:

- ▶ Who / What
- ▶ When
- ▶ Where

The example above addresses the main points within the text and gives the reader something to expand on .

WHO ?

WHERE
?

WHEN
?

WHAT
?

WHY ?

When to summarize ?

In a summary , we're putting the main points from someone else's text into our own words , condensing in generalities so that the reader can easily understand .

When to summarize :

- ❑ When you want to contextualize or provide background information for a larger argument you will make
- ❑ When you want to present previous findings or existing arguments before laying out your own analysis or response to these.

Features of effective summary

- ❑ Accurately and fairly represents the original text
- ❑ Presents material that is clearly relevant and useful to your argument is cited effectively
- ❑ Uses precise , strong verbs to capture authorial action
- ❑ Uses details sparingly
- ❑ Distills the ideas of the original text transparently or simply

The elements of a summary

► Conciseness :

A summary is all about condensing important information , which is a surprisingly complex skill . We have to first know that information , be able to recall it , and then relay it to others.

► Objectivity:

Summaries are not reviews or opinions. If you're writing a summary , stick to the facts because will make your writing more trustworthy and it will make it more clear .

Good Structure :

Summaries can start with the most important information and work down, or start chronologically and work forward.

► Accuracy :

Even though summaries are an overview , they should still be specific about the facts. Summaries are actually a great place to practice editing and proofreading for this reason.

Summarizing versus Paraphrasing

What is Paraphrasing ?

When you paraphrase , you use your own words to express something that was written or said by another person.

How to Paraphrase text :

- Read and make notes :
- Read the text carefully , highlight , underline or note down important terms and phrases
- Find different terms

Find synonyms to use in place of the ones that you've picked out.

- Put the text into your own words

Simplify , adjust the order of the words , replace passive expressions with active ones.

- Check your work

Check your work by comparing it to the original. If is shorter , it should include all the necessary detail.

Paraphrasing an example

► Original :

“Despite the undoubted fact that everyone’s vision of what constitutes success is different, one should spend one’s time establishing and finalizing one’s personal vision of it. Otherwise , how can you possibly understand what your final destination might be, or whether or not your decisions are assisting you in moving in the direction of the goals which you’ve set yourself?

The two kinds of statement-mission and vision -can be invaluable to your approach , aiding you, as they do, in focusing on your primary goal , and quickly identifying possibilities that you might wish to exploit and explore.”

► Paraphrase :

Everyone’s have different ideas about success, important is that you spend time defining your version of success. If your decisions are helping you to move toward your goals.

Used as part of your personal approach to goal-setting, mission and vision statements are useful for bringing sharp focus to your most important goal , and for helping you to quickly identify which opportunities you should pursue.

How to summarize text or speech

- ❖ Get a general idea of the original:
 - speed read
 - attention to the title , introduction , conclusion
- ❖ Check your understanding:
 - reading the text carefully
 - check your initial interpretation
- ❖ Make notes
 - take notes on what you're reading or listening to
 - use bullet points
 - write down only one point or idea for each bullet
 - all notes are concise , well-order and include the points that really matter.
- ❖ Write your summary
 - bullet points or numbered lists are often an acceptable format for summaries
- ❖ Check your work

Summarizing: an example

► Original

So how do you go about identifying your strengths and weaknesses , and analyzing the opportunities and threats that flow from them ?
SWOT Analysis a useful technique that helps you to do this.

What makes SWOT especially powerful is that , with a little thought , it can help you to uncover opportunities that you would not otherwise have spotted. And by understanding your weaknesses , you can manage and eliminate threats that might otherwise hurt your ability to move forward in your role.

If you look at yourself using the SWOT framework , you can start to separate yourself from you peers, and further develop the specialized talents and abilities that you need in order to advance your career and help you achieve your personal goal.

➤ Summary

SWOT Analysis give us the technique that help as to identify strengths , weakness, opportunities and eliminate threats. These factors help us to develop the abilities that you need for your goals and progress in our career. All the factors help us understand and managing.

Key Points

Paraphrasing means rephrasing text or speech in your own words , without changing its meaning.

Summarizing means cutting it down to its bare essentials.

You can use both techniques to clarify and simplify complex information or ideas.

Harry Potter and the Sorcerer's Stone

Author J.K. Rowling

The original title is Harry Potter and the Philosopher's Stone

Subject -young adult

Genre - fiction

Harry Potter is a lonely boy , shunned by his relatives , the Dursleys , who have raised him since he was an infant. He's forced to live in the cupboard under the stairs , forced to wear his cousin Dudley's , and forced to go to his neighbour's house when the rest of the family is doing something fun .

Harry's world gets turned upside down on his 11th birthday when a magical half-giant , Hagrid , informs Harry that he's really a wizard , and will soon be attending Hogwarts School of Witchcraft and Wizardry . When he was an infant , the evil Lord Voldemort killed his parents and then tried to kill Harry too. What's so amazing to everyone is that Harry survived , and allegedly destroyed Voldemort in the process.

When Harry hears all this , he doesn't know what to think, everything Hagrid tells him turns out to be true , and with a joyful heart Harry starts wizarding school in September. He becomes best friends with a boy named Roy Weasley. Before the Christmas , they break tons of school rules when they attack a troll and prevent it from killing fellow student Hermione Granger. After the troll incident , the three become inseparable , and Harry is amazed to have found such great friends. Harry is constantly busy to stay on top of the mounds of homework.

Quidditch is a popular sport among wizards and Harry is the youngest player in over a century , a game that he love's more than anything else at school.

The three friends set out to solve the mystery of the gigantic three-headed dog that is guarding something in a deserted corridor in the school.

They figure out that a very valuable object is being hidden in the school, when one of the professors starts acting as if he's trying to steal it. Ron and Hermione help Harry get through the challenges set forth to stop the thief. When he finally gets to the last room he's find someone else , Lord Voldemort. Harry is forced to do battle with the wizard and he's able to save the Sorcerer's Stone . The school headmaster , Dumbledore, arrives just in time to save Harry.

Harry , Ron and Hermione ends the school spectacularly, honored for their service. He leaves the school to go back to the Dursley's for the summer , where he's finally found a place where he really belongs.

Harry Potter and the Chamber of Secrets

Author J. K. Rowling

Release date : July 2, 1998 (UK), June 2, 1999(US)

Subject : Fantasy

Genre :Fiction

After a long summer at the Dursley's , Harry wait to get back to Hogwarts , counting down the days until he can return. On his birthday , a strange elfish creature , named Dobby , shows up with dire warnings :” He must not return to Hogwarts ! “

Harry refuse ton stay home from school , he was lock in his room . Before Harry can sink too far into despair , Ron and his two brothers , twins Fred and George , come to his rescue in a flying car and spirit him back to their house , where Harry is thrilled to spend the remainder of the summer.

For Harry starts the second year , with more homework than ever , a Defense Against the Dark Arts professor who is vain and convinced Harry is too, and a mysterious voice he keeps hearing in the walls.

The school year progresses , and the mysterious voice is getting more and more menacing , and soon vicious attacks start happening to the students of Hogwarts. By a accident , Harry , discovers that he is a Parslemouth and can speak to snakes. He's quickly singled out as Slytherin's heir, the person who , according to legend , will open the mysterious “Chamber of Secrets “and release the monster within.

Harry has no idea who is attacking the students , but he quickly resolves to find out who is responsible. He , Ron and Hermione come up with an elaborate plan to disguise themselves as Slytherin students so they can question Draco Malfoy , whom they believe the one setting the monster loose in the school. Plan goes perfectly , until they find out from Draco that he is not the one they're looking for.

When Hermione is attacked and petrified by the monster , Ron and Harry are devastated , and left on their own to uncover the true identity of the person responsible. Events come to a head when Ron's sister , Ginny , is kidnapped and taken down into the Chamber of Secrets. Ron and Harry discover an important clue that Hermione left for them. They quickly head down into the Chamber of Secrets to rescue Ginny , get separated and Harry is left to pursue the monster on his own. Quickly finds Ginny , and thanks to some mysterious help from Dumbledore and his pet phoenix, Fawkes . Harry is able to destroy Slytherin's heir , who turns out to be a younger version of Lord Voldemort. Voldemort had possessed Ginny through an enchanted diary and was using her to set the monster loose on the students. Harry and Ron are both hailed as heroes when they make it back out with Ginny. The second year is finish , for Harry , with Hermione and the rest of the victims healed and they win Gryffindor loads of House points.

Harry Potter and the Prisoner of Azkaban

Author J. K. Rowling

Release date : July 8 , 1999(UK) , September 8 , 1999 (US)

Subject : Fantasy

Genre :Fiction

The third year at Hogwarts , start for Harry when he inadvertently blows up his Aunt Marge , goes on the run , and is then personally absolved by the Minister of Magic himself. Then learns that mass murderer ,Sirius Black , is intent on killing him, and Mr. Weasley makes him promise a strange thing , that no matter what he hears he won't go looking for Black . Confused , Harry agrees.

Back to school armed with this knowledge , he learns that dementors , evil , soul-sucking creatures , have been stationed around Hogwarts to protect the students from Black. Because of his terrible past , the dementors affect Harry much more than the other students , and he quickly resolves to learn to defend himself when he begins collapsing every time they come near. He finds a willing teacher in Professor Lupin , the new Defense Against the Dark Arts professor , who begins teaching Harry the Patronus Charm , which is the only spell that will work against the foul creatures.

The third year students are buried under piles of homework, Hermione is already stressed out due to her enormous course load , and none of them can figure out how she's getting to all her classes. It doesn't help Hermione's cat , Crookshanks, repeatedly tries to eat Ron's rat , Scabbers, causing the two friend to argue about the animals. They stop speaking when it's discovered that Crookshanks seems to have eaten Scabbers .

Things come to a climax as the school year ends when a number of events occur , Ron's rat ,Scabbers , turn out to still be alive and is really a wizard. Peter Pettigrew , has chosen to hide himself in this way so that he can spy on Harry and his friends on behalf of Lord Voldemort. Harry learns that it was Peter , and not Sirius Black, that betrayed his parents to Voldemort . When Harry is sure Peter is finally going to be punished for his crimes, he escape into the night.

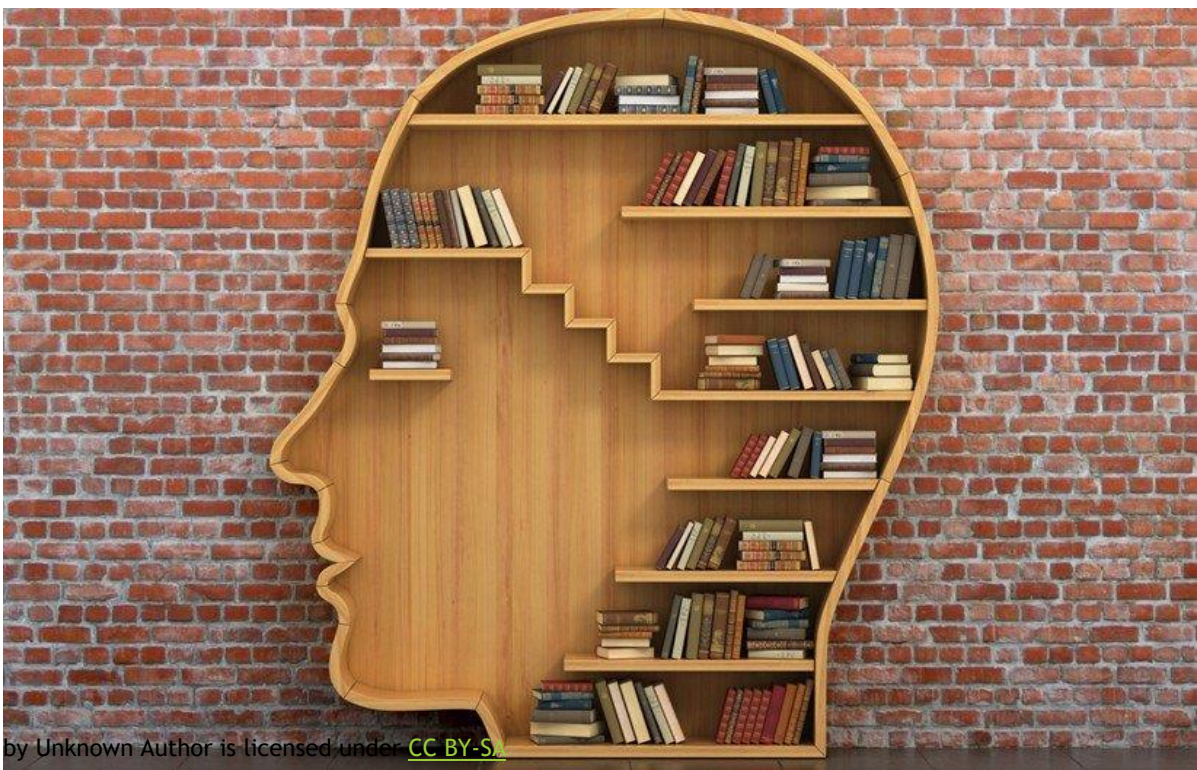
Sirius turns out to be innocent, and Harry learns that Sirius is his godfather. He's overjoyed when , for a moment , he thinks he might be finally free of the Dursleys and able to live with Sirius , but Sirius has to go on the run from the Ministry to avoid being apprehended. Professor Lupin ends up resigning his post when it's discovered that he's a werewolf. He narrowly avoids attacking the kids , and it's Sirius that saves their lives when he turns into a huge shaggy dog to protect them.

It's an action-packed year , but Harry is very happy that Sirius makes it out safely and is finally free from Azkaban. He's comforted by the fact he finally had a family member , so to speak out there watching over him.

Harry Potter is a series of seven fantasy novels written by J. K. Rowling . A series of many genres, including fantasy , drama, the British school story and elements of mystery, thriller, adventure, horror and romance , the world of Harry Potter explores numerous themes and includes many cultural meanings .

The novels chronicle the lives of a young wizard Harry Potter , and his friends , Hermione and Ron , all are students at Hogwarts School of Witchcraft and Wizardry.

All story is Harry's struggle against Lord Voldemort , a dark wizard who intends to become immortal , overthrow the wizard governing body known as the Ministry of Magic .



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