

## Summary Skill Development

Too often we see students who are highlighting huge amounts of text that they will most likely never remember.

In order to help with this it is important that they learn how to summarise. It is not only useful in a school context but at any level of education as well as in the workplace.

The skill of summarising is directly linked to reading levels and any attempt at a development of the skill should coincide with some attention to the skill of reading.

It is important, especially in the senior years of school, that students are able to scan text, pick out important information, and record it for future use.

Keys to developing summary skills are:

**1. Knowing what you want:**

- This can be achieved through asking a teacher or deciding for yourself what you want to achieve or attain.
- Once you have this clear then you are able to skim over the text to summarise the main content from your perspective.

**2. Deciding what is important:**

- It is important to realise what is of use to you and what isn't in a text or a piece of writing.
- Once you have your focus then it is imperative that you are selective in what you summarise.
- Eliminate all of the joining words and non-essential background information. It is only important for background information or context formation.
- Record the vital information and subject specific terminology.

For those students who find it hard to visualise a concept or information when reading text mind mapping can help as a form of summary.

Other forms of summary include:

- Timelines (where appropriate)
- Dot points or summary points

Mr. Stephen Kennaugh  
Director of Studies