

Summarising

A **summary** is an overview of the main points and key themes of a text. Summarising incorporates all of the author's main ideas rather than focusing on one aspect, examples, or details. A summary uses fewer words than the original text.

Use summarising to

- present all the key ideas on a topic, in your own words
- take notes in class
- make notes from readings
- provide a brief overview of a topic
- write a conclusion for an assignment



How to summarise

1. **Identify the topic.** Review images, introductions, abstracts, and conclusions to help you understand the overall themes of the text. If the text has several paragraphs, identify the topic sentence/s of each paragraph to help you form an overview of the main points.
2. **Read the text in full**, ensuring you understand the content, and make notes or highlight the main points as you read. Leave out examples and details.
3. **Organise your notes into logical order** with the main idea first and then the major points.
4. In your own words, **present the points in full sentences**. Wherever possible, simplify sentences, leaving out all unnecessary words and phrases. Your summary might conclude by referring back to the central theme.
5. **Add the citation and reference** in APA 7th style, as applicable.

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