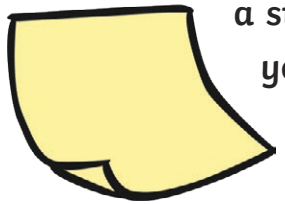
Identifying and Summarising
The Main Ideas of a Text

As you are reading through the text, underline the key words which show you what, why and how something is being done. They may prove useful to you later for recapping events.

Grab a Sticky Note

A good way to summarise is to see what you can fit onto a sticky note. This forces you to focus on only the key points.



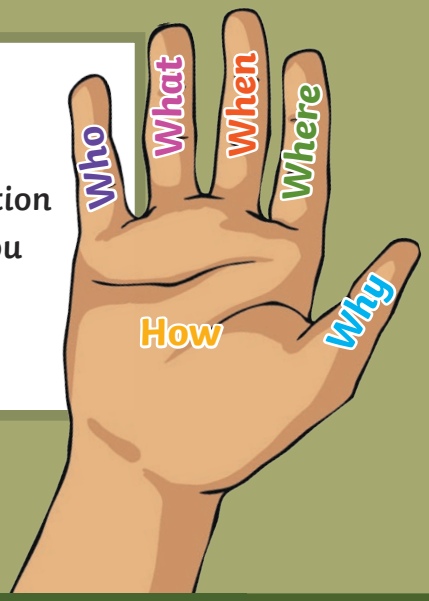
Give Yourself a Fact Limit

If you need more than five bullet points, then you are not being selective enough about what is important.

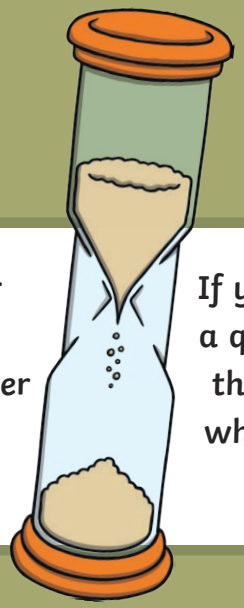
Character Limit

Summarise the key points into a status update. Will people be interested or is your message too long to read?

Ask yourself questions about the text, starting with each of these question words. These will get you thinking about the key points being made.



Retell the story in your own words to a friend in ten seconds. Whatever you leave out mustn't be important.



If you had to leave someone a quick voicemail recapping the paragraph you'd read, what would you say before time ran out?

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