

The "Text Cake Layout" for summaries (example)

You can compare the structure of a summary to the structure of a cream cake.

A summary is supposed to be short. So think of it as a diet cake and leave out the fancy details.

Title
Useful phrase: Summary of "title"

Introduction
First mention the type of text you are writing about, the author and the title. Then state the main idea of the text you are writing about. The main idea is one sentence you would use to tell another person what the text is about.

Useful phrases
*The article / story / novel "title" by "author" / describes / is about / deals with ...
The author / reporter / narrator ... describes / explains / analyses / writes about ...*

Main body
The main body of your summary is the cake filling. Write down the main points of the text. Do not go into detail. Remember: This is a diet cake!

Useful phrases
*In the first part of the text / At the beginning / At first ...
In the next part / Then / Further on / Next ...
the author / reporter / narrator
says / states / points out / criticises that ...
claims / believes / thinks that ...
describes / explains / makes clear that ...*

Conclusion

Useful phrases
*In the end ...
Finally ...
The text / story ends with ...
The author / narrator ...
tells us about ...
tries to convince the readers that ...*

Tip: The main idea in a newspaper article is always near the beginning.

Tip: Never give your personal opinion in a summary.