**Task Sheet 2: Summarising**

***Read Chapter 2 from "Paraphrasing, summarising and synthesising skills for academic writers" and answer the following questions.***

1. What is a summary?
2. What are the differences between a summary and a paraphrase?
3. What do readers expect from a summary?
4. What is the most obvious drawback of computer generated summaries?
5. What makes a human summary different from a computer summary?
6. Who determines the length of a summary?
7. What factors determine the length of a summary?
8. What is the difference between a stand-alone and an integrated summary?
9. What is the difference between a guided and a global summary?
10. What is a reader-based summary?
11. What are some non-academic uses of summaries?
12. What are the summary types used for study purposes?
13. What is a split-level summary good for?
14. Why is summarisation useful for academic writing?
15. What other educational benefits does summarisation have?
16. Does the thesis statement or do the topic sentences always contain the main ideas for a summary?
17. What can lead to source text underrepresentation?
18. What makes a summary disconnected?
19. How can a summary misrepresent original information content?
20. What is often the cause of plagiarism?
21. Are page numbers given in the case of a paraphrase or quotation? Why? Why not?
22. Are page numbers given in the case of a summary?
23. Source texts of what length can be summarised?
24. With what question do you start reading the source text in the case of a global summary?
25. What determines the part of the source text and the information relevant for a guided summary?
26. In addition to the signal phrase what else can indicate the presence of a summary in a text?
27. In what order should the summarisation rules be used? Why?
28. What does the construction rule do?
29. What makes the application of the construction rule difficult?
30. What does the generalisation rule do?
31. What does the deletion rule do?
32. What determines the pieces of information that you can delete from a source text?
33. What are the steps of paraphrasing a summary?
34. What is the difference between the revision of a paraphrase and of a summary?