Speech writing

Notetaking

Summarizing

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Director of Middle East Division

2001

2022


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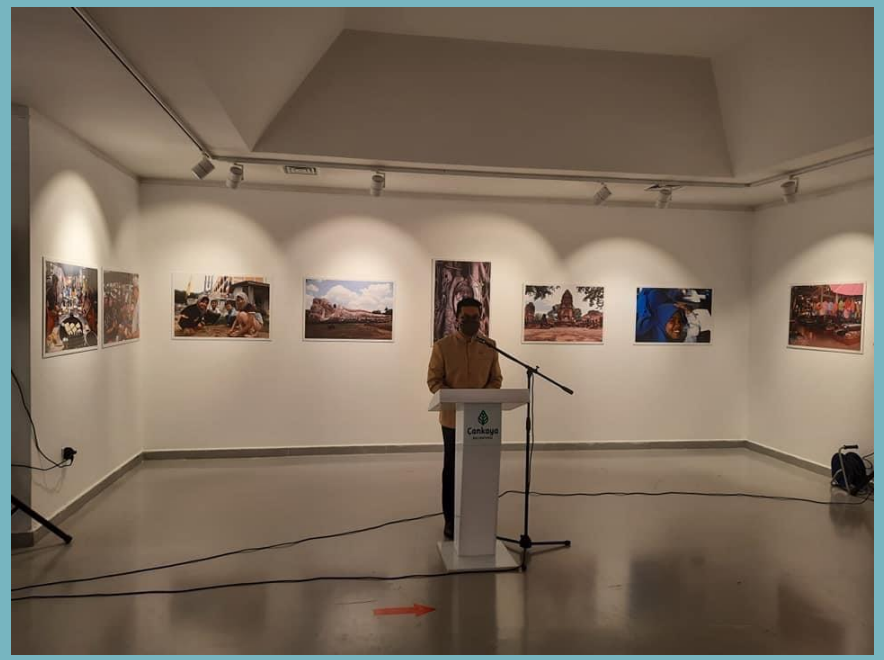
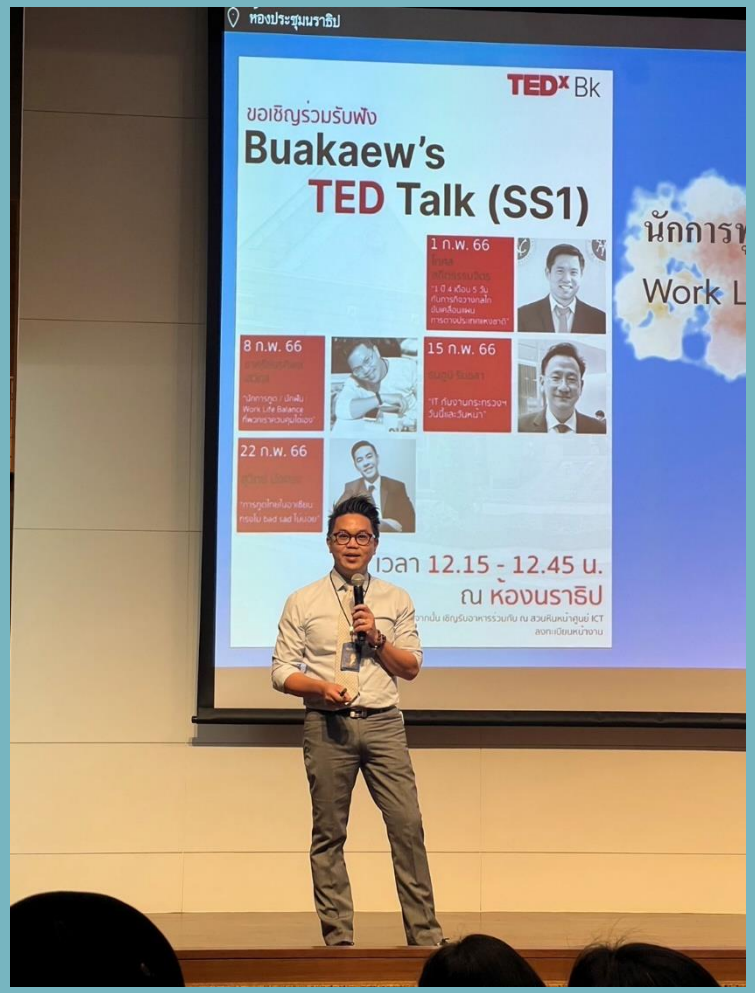
Networking Dinner
hosted by
The Royal Thai Consulate-General in Jeddah and
Thai Trade Center in Jeddah
In honor of the Saudi Arabian delegations attending Thaifex Anuga Asia 2023
23 May 2023 at Novotel Sukhumvit Soi 4, Bangkok, Thailand

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"TRIPLE DELIGHT"

NOTETAKING

SUMMARIZING

SPEECH WRITING

What to expect from P’Golf

- Open up my heart to share the experiences of the “Triple Delight” from 20+ years as a diplomat.

- Share a general love of language.

- Share tips and tricks about writing.

What to expect from this “Triple Delight” session

1. Better understanding about speech writing / notetaking/ summarizing.

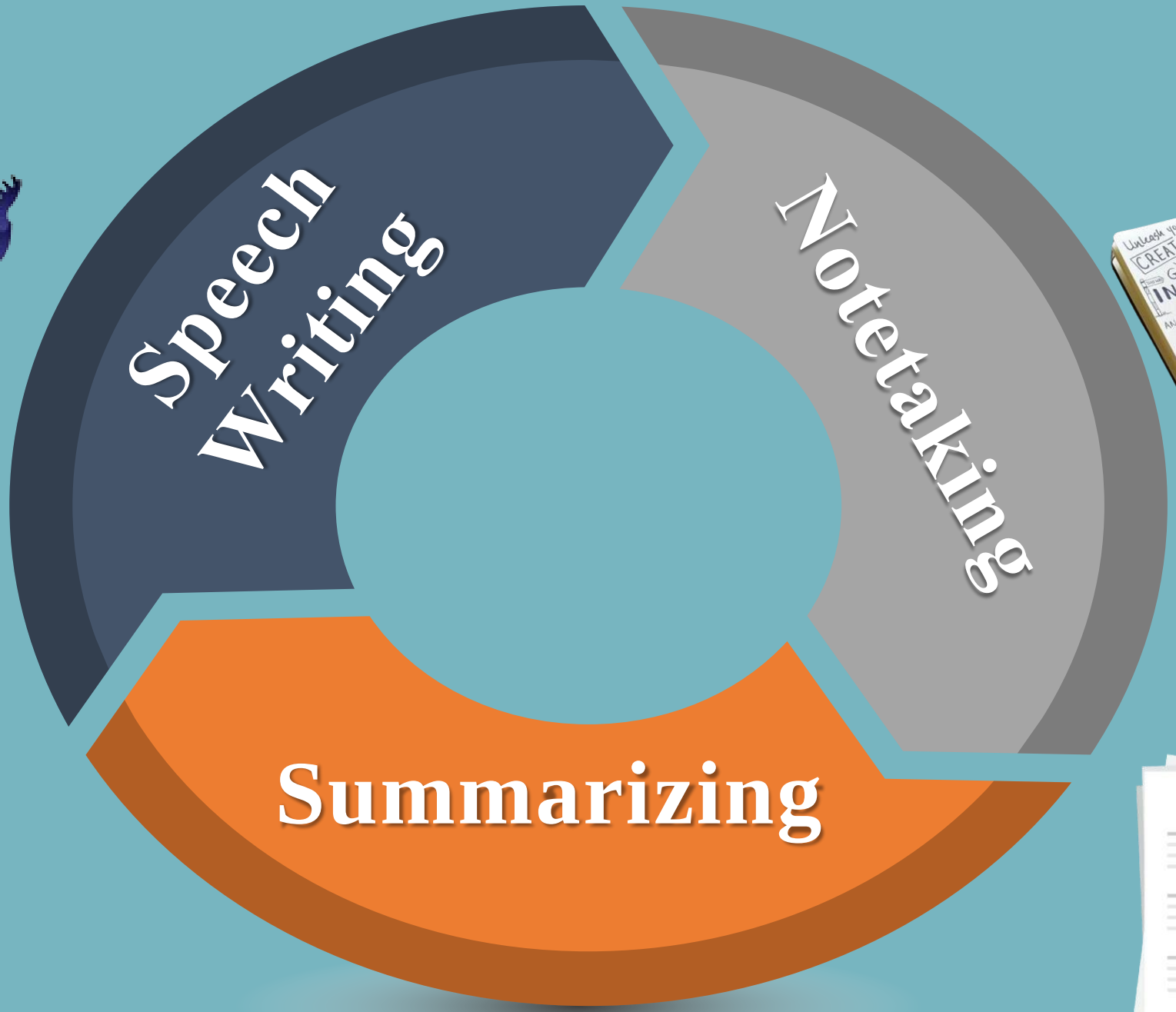
2. More confidence about working with “Triple Delight”.

3. Good coffee and scrumptious lunches and breaks.

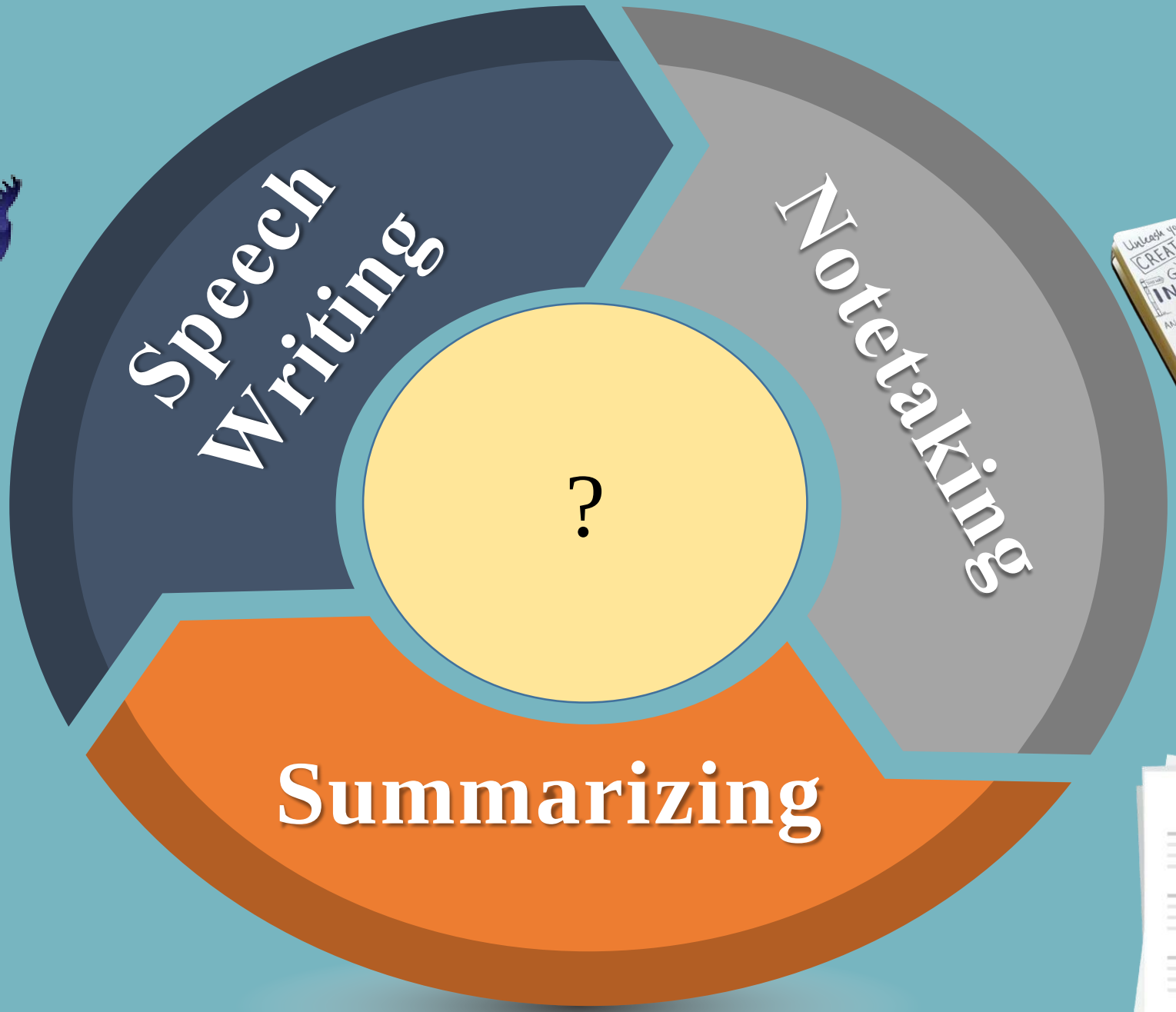
Speech Writing

Speech Writing

Notetaking


Speech Writing
Notetaking
Summarizing


Unleash your CREATIVITY
Get your VISION
INSPIRATION
IDEAS
imagination
RECYCLE
Rethink
solutions
100%
ORIGINAL
Concept
EYES & SEE
SHARE
DARE
DREAM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Key Questions to ask yourself

What purpose do I want my speech to achieve?

What audience am I writing for?

What do I want my audience to feel, think, or do after I finish speaking?

If the audience remembers one take-home message, what should it be?

What is the meeting about, and what are its goals?

What language is the meeting going to be conducted in?

Who is going to be there?

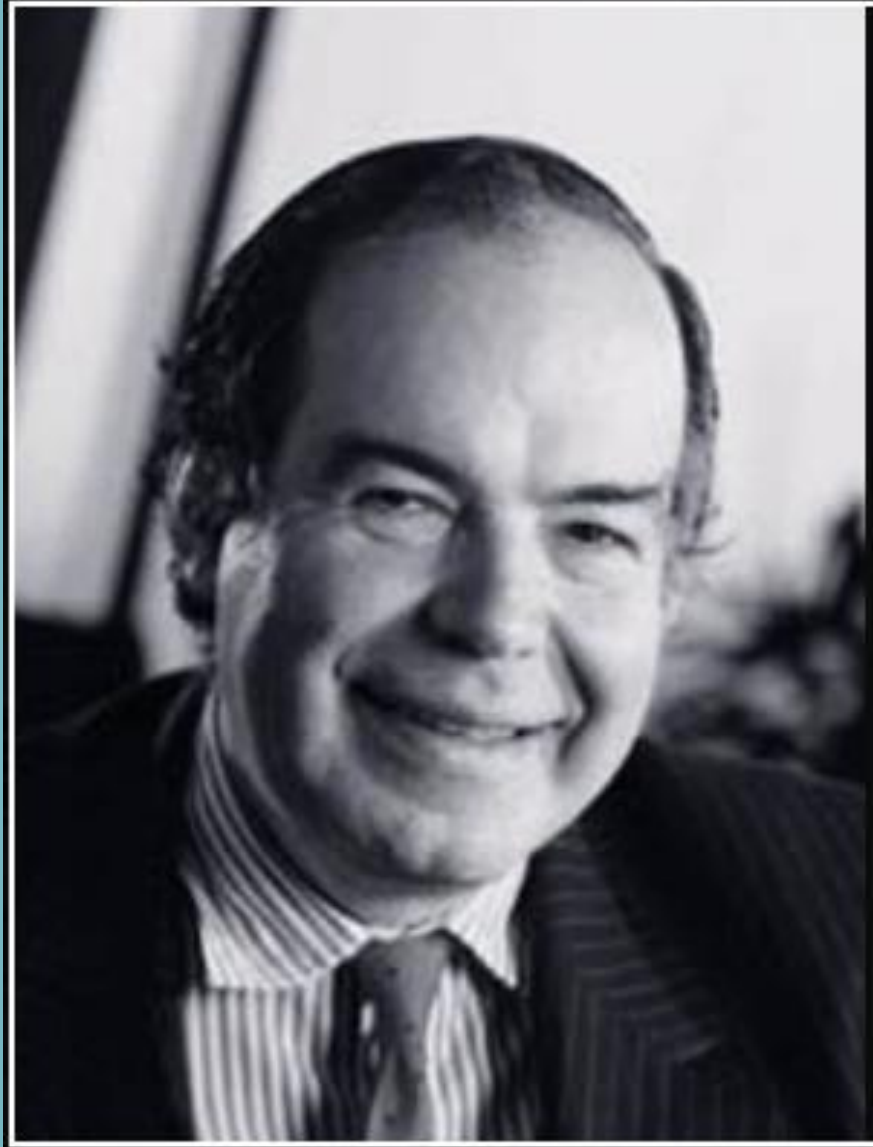
What are the key points that are going to be raised at the meeting.

Who is going to read the meeting summary?

What is the main points of the meeting summary?

Have all the attendees taken note of the same points?

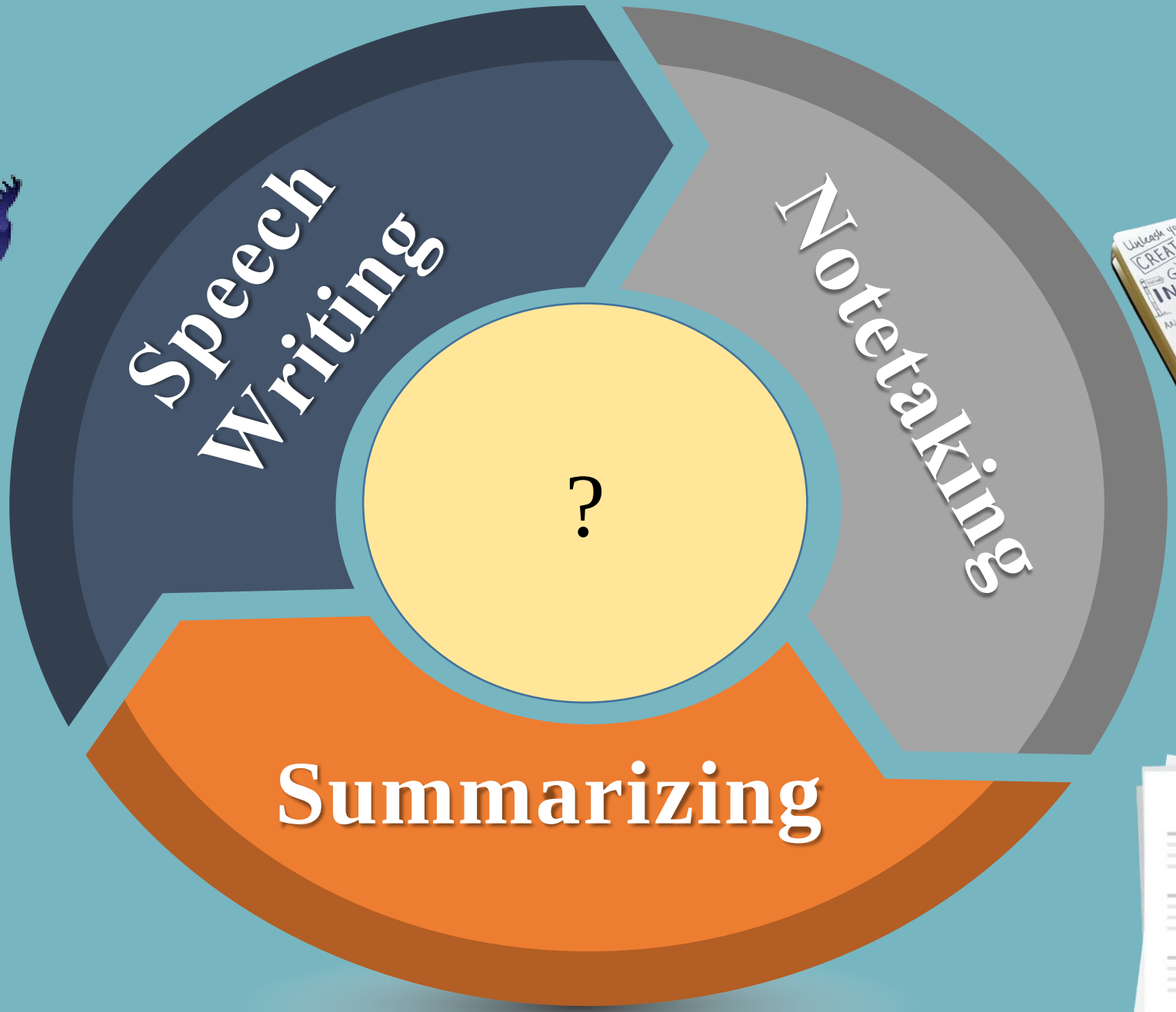
How long should the summary be?



Asking a question is the simplest way of focusing thinking...asking the right question may be the most important part of thinking.

— Edward de Bono —

AZ QUOTES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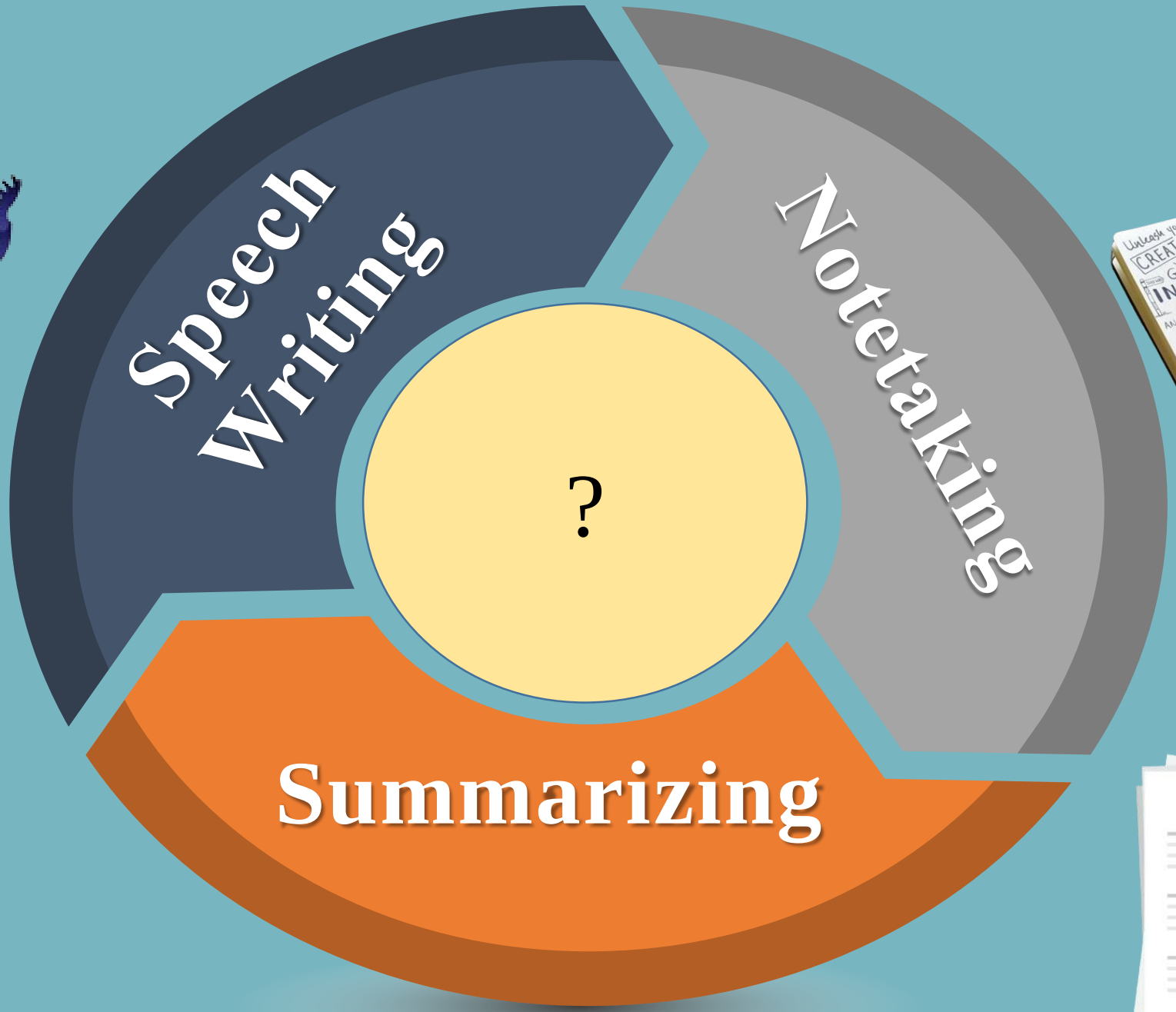
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WHY?

When we know WHY
we do what we do,
everything falls into place.

When we don’t,
we have to push
things into place.

@simonsinek

Speech Writing

Starting with the foundation

What is Speech writing?

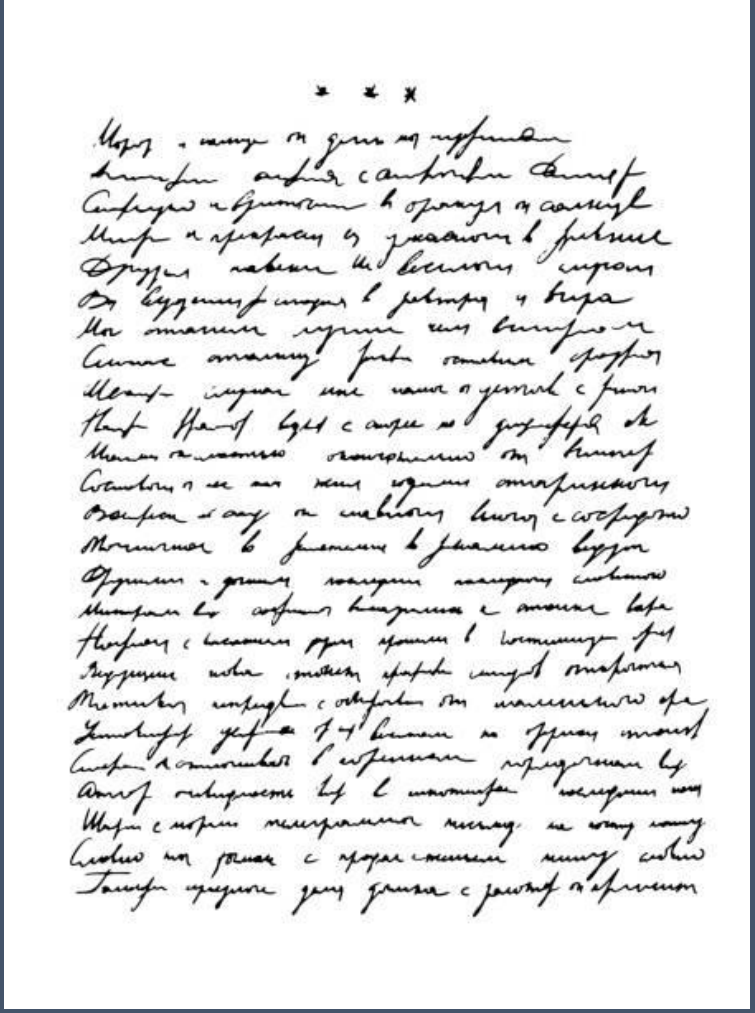
- Speech writing is the process of crafting a well-structured, coherent script for a spoken presentation.

- It involves crafting the content, tone, and organization of a speech to ensure that the message is conveyed clearly and effectively to the intended audience.

- Speech writers carefully choose words, phrases, and rhetorical devices to maximize the impact of the spoken words.

- For a speech to be effective, it's important that it engages the audience, keeping them interested in what you're saying so they understand your message.

- Effective speech writing is a skill that requires careful planning, research, and attention to detail.



Anatomy of a Speech

Any speech can usually be broken down into three parts;

Introduction

Introduce the topic and your views on the topic briefly.

Body

Give a detailed explanation of your topic.
Your focus should be to inform and educate your audience on the said topic.

Conclusion

Voice out your thoughts/suggestions.
Your intention here should be to make them think/act.

Writing the speech

Before even writing the first word…

We have to lay the groundwork

1. <u>Choose a topic</u> (or have it chosen for you)

- The first step in writing a speech is deciding what the speech is about.
- You may already have a general topic or idea of what you want to discuss, but narrowing your topic to a few specific points or one clear purpose can help ensure that your speech stays engaging.
- Brainstorm a list of all the possible items you might include.
- Go over your list and cross out any irrelevant items.
- Continue doing this until you have narrowed your topic to a few important points.
- Gathered all the necessary data, and then you can decide how to relate the information to your audience.

Writing the speech

2. <u>Consider your audience</u>

- The biggest factor when deciding how to approach a topic is the audience you plan to address.

- Take a few moments to consider the following considerations:

  * What does the audience already know about the subject?

  * What might they want to know about the subject?

  * How do they feel about the subject?

  * How does the subject relate to or affect the lives of those in the audience?

- These points can help you determine what to include in your speech and how to present your information.

Writing the speech

3. <u>Prepare a structure</u>

- An especially important approach to effective speech writing is to have a clear structure for your ideas.

- Outline a logical sequence for each point you may use to discuss your topic, and have notes with you during your speech so you can adhere to this structure.

- Having a clear flow of ideas can help you to be persuasive, inform your audience, keep you on topic, and ensure you don't forget any important details.

Writing the speech

4. <u>Begin with a strong point</u>

- An audience is usually most attentive when a speaker first begins talking, so try to use this time effectively.

- Condense the main idea or purpose of your speech into one sentence that you can use to open your presentation.

- Starting with a strong, clear purpose can show your audience where you intend to lead them and can help gain their interest.

Writing the speech

5. <u>Use concrete details and visual aids</u>

- Use concrete details to support your points.
Brief stories, interesting examples, or factual data can help to engage your audience and convey the truth of your purpose.

- Consider using visual aids to further support your speech.
Images can be powerful and engaging.
You can create a digital presentation to accompany your speech or bring in some related props of the things that you're discussing.

Writing the speech

6. <u>Include a personal element</u>

- Your audience is more likely to be interested in the topic of your speech when they're also interested in you.

- Consider using a personal story or example in your speech.

- If you can present yourself to the audience as someone knowledgeable and trustworthy, they may be more likely to listen attentively and consider what you say.

Writing the speech

7. <u>Consider rhetorical devices</u>

- A rhetorical device is a method of using words to make them especially memorable.

- Consider some of the most memorable lines from famous speeches. These lines are usually enduring because they influence the audience's emotions by repeating keywords or phrases, inverting the structure of a repeated phrase, reversing the order of words, or using an unexpected turn of phrase.

Writing the speech

8. <u>End memorably</u>

- The final moment of a speech is usually what an audience remembers most vividly.

- At the end of your speech, return to the strong purpose you began with and try to end in a meaningful way, such as creating a vision of the future or sharing a true story of success.

- You can also end your speech with a clear call to action when appropriate to motivate your audience to complete a certain task.

Writing the speech

Once you have taken the preparatory steps

Please remember the 3Cs

Writing the speech

The 3Cs

CLear : The speech should be simple and easy to understand.

Concise : The speech should not be too long.

Consistent : The speech should be logically in order.

Time to write a speech

Time to write a speech

Ask yourself a few questions:

What purpose do I want my speech to achieve?

What would it mean to me if I achieved the speech's purpose?

What audience am I writing for?

What do I know about my audience?

What values do I want to transmit?

What parts of my message could be confusing and require further explanation?

What do I want my audience to feel, think, or do after I finish speaking?

If the audience remembers one take-home message, what should it be?

Time to write a speech

Know the purpose :
What are you trying to accomplish with your speech?
Educate, inspire, entertain, argue a point?

Know the audience: Who are your audience?

Know the length: Do not overstay your welcome.

Time to write a speech

After you have analyzed your audience, selected the topic, collected supporting materials, and written an outline, it is time to write the speech with an introduction, body and conclusion.

These major parts follow the broadcaster's maxim:

(1) Tell them what you are going to tell them.

(2) Tell them.

(3) Tell them what you have told them.

Time to write a speech

<u>THE INTRODUCTION</u>

- Tell them what you're going to tell them:

- A good introduction serves as an attention getter, previews the topic and main points, and establishes your credibility as a speaker.

- Good ways to grab attention include using a quotation, telling a story, posing questions, using humor, using startling facts or statistics, providing an illustration or anecdote, and referencing historical or recent events.

- The introduction helps the audience focus on the key points that you want them to remember.

- The audience determines your credibility based on the introduction.

- They want to know why they should believe what you have to say.

Time to write a speech

<u>THE INTRODUCTION</u>

- Tell them what you're going to tell them:

- Therefore, establishing yourself as a credible speaker in the introduction is imperative, especially for a persuasive speech, so that the audience will want to be persuaded by you.

- You should include some experience or knowledge that shows why you are credible on the topic as well as using credible sources.

- Make sure your opening few seconds are memorable as this is when your audience will make up their minds about you. Use a bold sentence to grab their attention, works best with numbers reinforcing your point.

Time to write a speech

THE BODY
Tell them:

- The body is the largest part of the speech where you will use credible sources, such as science journal articles, and mention those sources during the speech.

- The main points of the speech are contained in this section and should flow from the speech's goal and thesis statement. It is advisable to limit your content to between three to five main points, with a maximum of seven main points.

- Science communicators recommend using three main points for various speeches.

- Focusing on three main points and providing effective supporting points for each main point makes your speech more memorable.

- Supporting points justify your main points, and help substantiate your thesis.

Time to write a speech

THE BODY
Tell them:

- Writing a speech body can be difficult, the best way to build this section is to write down three points you are trying to convey in your speech, your main, secondary and tertiary points. Then write down three descriptions clarifying each of these points. The descriptions should be simple, memorable and meaningful.

- The middle of your speech is where the audience start losing attention. Keep this in mind and ensure your message is clear. Use images, jokes and rhetoric questions to keep the audience engaged.

- Don’t overwhelm your audience with many points. If you have too many main points, your audience will forget them. It is much more valuable to make a small number of points well, than to have too many points which aren’t made satisfactorily.

Time to write a speech

THE CONCLUSION
Tell them what you told them:

- The conclusion wraps up the presentation by providing a summary of what the audience was supposed to have learned or to have been persuaded to do during the presentation.

- You can signal that the conclusion is approaching by using key phrases, such as “finally,” “let me close by saying,” and “in conclusion.”

- Because the conclusion is the last opportunity to motivate your listeners, it should end strongly with an impact statement.

- For a persuasive speech, a strong ending is a call to action, where you tell the audience what they should do with the information they have learned.

- Many times, you can use a mirrored-conclusion that ties back to, or “mirrors,” the information you provide in the introduction.

Time to write a speech

THE CONCLUSION
Tell them what you told them:

The ideal ending is highly memorable.
You want it to live on in the minds of your listeners long after your speech is finished.
Often it combines a call to action with a summary of major points.

Additional tips and tricks

The secret ingredients

**Once you have assuredly crafted your vessel,
only then should you start beautifying it.**

**It is better to have a well built but plain-looking ship that sails,
then a beautiful but flawed ship that sinks.**

Some techniques to try

<u>Anaphora</u> - The repetition of a phrase at the beginning of a sentence to create dramatic emphases on the words being said on these paragraphs.

"We shall fight" in Churchill's speech :

"**<u>We shall fight</u>** in France, **<u>we shall fight</u>** on the seas and oceans, **<u>we shall fight</u>** with growing confidence and growing strength in the air….

<u>We shall fight</u> on the beaches, **<u>we shall fight</u>** on the landing grounds, **<u>we shall fight</u>** in the fields and in the streets, we shall fight in the hills; we shall never surrender**."**

Some techniques to try

Alliteration **- The occurrence of the same letter or sound, or repetition of letters at the beginning of adjacent or closely connected words.**

"I see also the **dull, drilled, docile,** brutish masses of the Hun soldiery plodding on like a swarm of crawling locusts

"your **grisly gang** who **work** your **wicked will.**"

"**Whisper words** of **wisdom**, let it be." ("Let It Be" by The Beatles)

Some techniques to try

Antistrophe - The repetition of words at the end of successive sentences.

- "the love of **peace,** the toil for **peace,** the strife for **peace,** the pursuit of **peace".**

- "Government of the **people,** for the **people,** by the **people".**

- "I say to them tonight, there's not a liberal **America** and a conservative **America**, there's the **United States of America**. There's not a black **America** and white **America** and Latino **America** and Asian **America**; there's the **United States of America**." - President Barak Obama

Some techniques to try

<u>Hypophora</u> **- A figure of speech that occurs when writing asks a question and then immediately follows that question up with an answer. Hypophoras differ from rhetorical questions in that the latter doesn't provide a response.**

- Churchill asks various questions and then answers them himself, "You ask, what is our policy? I can say: It is to wage war, by sea, land and air" and

"You ask, what is our aim? I can answer in one word, it is victory".

- "What's the benefit of completing the optional exercises? They will help you study."

Some techniques to try

Rule of Three : Churchill uses this literary technique in many of his speeches.

- “This is not the end. It is not even the beginning of the end. But it is, perhaps, the end of the beginning” and

“Never before in the field of human conflict was so much owed by so many, to so few”.

“Life, Liberty, and the pursuit of Happiness” from the United States Declaration of Independence.

Veni, vidi, vici, meaning “I came, I saw, I conquered”

Some techniques to try

Analogies: Analogies are comparisons between two things that are different but share some similarities. Using analogies in your speech can help you simplify a difficult concept by relating it to something familiar or concrete. They can also engage your audience's emotions and imagination by evoking vivid scenes or stories, and reinforce your message by highlighting the key points or benefits of your argument. Additionally, analogies can be used to persuade your audience by showing them the logical or ethical implications of your analogy. Analogies can make your speech more relatable and engaging.

"Facing this challenge is like climbing a mountain. It may seem hard and daunting at first, but if we work together and persevere, we can reach the summit and enjoy the view."

- Adopting a new habit is like planting a seed. It requires some effort and care at the beginning, but once it takes root, it will grow and flourish."

Rhythm

Rhythm is the beat and pace of a piece of writing and is created by the pattern of stressed and unstressed syllables. It helps in strengthening the meaning and ideas of the work. It lies between a certain range of regularity, of specific language features of sound. It is readily discriminated by the ear and the mind, having as it works on a physiological basis. It directly affects the temporal structure of the writing. Rhythm is important for the highly organized sense of writing.

The presence of rhythmic patterns heightens emotional response and affords the reader a sense of balance. Rhythm creates a mood. Rhythm can make you rush ahead, or slow you down

Rhythm

She went to the shop. She bought ingredients. She prepared Beef Rendang. She let it simmer for 5 hours. The house filled with exotic smells. She cooked rice. She waited for her husband. They ate a delicious dinner. She thought life was good.

She went to the shop to buy ingredients. And when she prepared the Beef Rendang in the afternoon, exotic smells wafted through the house. After dinner, she thought: "Life is good."

Rhyme

- Rhyme is a literary device, featured particularly in poetry, in which identical or similar concluding syllables in different words are repeated. Rhyme most often occurs at the ends of poetic lines. In addition, rhyme is principally a function of sound rather than spelling.

- Occasional use of rhyme can add rhythm to your talks and presentations and make your message more memorable.

- Rhyme is therefore predominantly independent of the way words look or are spelled. Writers use rhymes as a way to create sound patterns in order to emphasize certain words and their relationships with others in an artistic manner.

- short rhyme can be used as a slogan for your main message.

Rhyme

Perfect Rhyme: This rhyme form features two words that share the exact assonance and number of syllables, and is also known as a true rhyme. (skylight and twilight)

Slant Rhymes: This rhyme form features words with similar but not exact assonance and/or a number of syllables. This is also known as half rhyme or imperfect rhyme. (grieve and believe)

Eye Rhymes: This rhyme form features two words that appear similar when read, but do not actually rhyme when spoken or pronounced. (Mood and hood; move and dove)

Rhyme

Masculine Rhyme: This rhyming form takes place between the final stressed syllables of two lines. (compare and repair)

Feminine Rhyme: This rhyming form features multi-syllables in which stressed and unstressed syllables rhyme with each other, respectively. (lazy and crazy)

End Rhymes: These are rhymes that occur between the final words of two consecutive lines of poetry or non-consecutive lines following a rhyme scheme in a stanza.

Rhyme

'This isn't job done; it is job begun'

David Cameron

at his 2014 party conference speech.

"Out of intense ***complexities,*** *intense* ***simplicities*** *emerge.*
Humanity, *not* ***legality,*** *should be our guide."*

Winston Churchill

Replace & Reshuffle

“This is an important issue we need to address now.”

“It is crucial that we address this issue now.”

“This is a critical issue that we need to address now.”

“This is an important issue. We need to address it now.”

“If we do not address this important issue now, then when?”

Final Tips

1. Find your why.

A speech about everything is a speech about nothing.

Ask yourself: so what? Why does this message matter and why now?

2. Show, don't tell.

Create a motion picture in the minds of your audience, not a still frame.

3. "Deep and simple is far more essential than shallow and complex.".

Speeches are about persuasion, and the best way to persuade is with simple, clear prose.

Big things are best said, are almost always said, in small words.

Final Tips

4. Frame before you proclaim.

Giving structure to your speech is a sign of respect for the audience.
It also makes your words easier to follow and remember.

levity, brevity, clarity, and charity.

5. Tell a story.

The surest way to build trust with an audience is to tell a story.
That's how we process information, learn new ideas and remember big events.

6. Teamwork is essential.

Research and fact-checking are the most underrated tasks
of the speechwriting process.

Final Tips

7. Reflect the person, not just the voice.

Writing in someone else's voice is more an art than a science.

8. Turn your numbers into images.

Most audiences only remember one or two facts from a speech.

reduce, round and relate.
Reduce the number of stats.
Round them where possible.
And above all, relate them.

Final Tips

9. Know your audience and the room.

the magic happens not between the words and the page
but in the relationship between the speaker and the audience.

To persuade someone to join your cause
is to know what motivates and inspires them.

Final Tips

10. Edit.

You're writing for the ear, not for the eye.
So read your drafts aloud.
Pay attention to the structure and rhythm.
Shorter is better—it's also harder.
Take time to edit your drafts.
Shorten your words, sentences and paragraphs.
Write with nouns and verbs, not adjectives.
Replace passive with active voice. Strip away the jargon.
Focus on what's deep and simple, not shallow and complex.
Imagine your audience generously, and they will return the favor.

Final Tips

11. Timeliness.

Give the speaker time to study and prepare to make the speech.

12. Prepare / Study / Upgrade / Repeat

https://www.ragan.com/10-keys-to-unlock-speechwriting-success/

“Substance over Style…
every time.”

Final Thoughts

**Ultimately, a good speech is one that induces the listeners to change their minds,
while giving them the feeling
that this change of opinion is their own decision.**

Final Thoughts

1. Understand that the Speech is not about you.
It is about the subject matter that you are presenting.

2. Speech writing does not end with finishing the draft.
You need to revise and edit it continuously, even during the delivery.

3. Speech writing goes hand in hand with speech making.

Starting with the foundation

What is Speech writing?

Notetaking

- **Note-taking is a method of recording temporary but essential information for greater performance.**
  In a systemized way, note-taking helps structure information during meetings and make it easy to recall the materials later.

- **Writing down ideas helps with focus and managing tasks.**
  Consistent note-taking brings value to easy-to-review classified information systems.

- **Digital note-taking apps tend to take over traditional shorthand**
  because of the neat, quick, and effortless editing nature of digital space.

Benefits of notetaking

- Note-taking is a tool for learning, business, and personal planning. Research proves various methods of note-taking help **recall information better, remember more important ideas, and understand their relationships.**

- **Improved productivity**: note-taking gives a great overview of key concepts or items. Taking notes in meetings, during feedback, and during planning is proactive since the mind is more alert to take in information and retrieve it for better performance.

- Notetaking is effective not only to improve team efficiency but also the quality of the work. Sharing information from notes simplifies processes and prevents errors.

Notetaking methods

1: The Outline method

In the Outline method, **notes are organized coherently and divided by main points to sketch out details:**

- Divide notes into main categories and sub-categories.
- Use bullets or Roman letters in headings, followed by letters and numbers on other levels to structure information.
- Dilute the topic by breaking it down into different sub-categories and defining specifics – the structure uses logic and clarity to break down elements of a key topic.

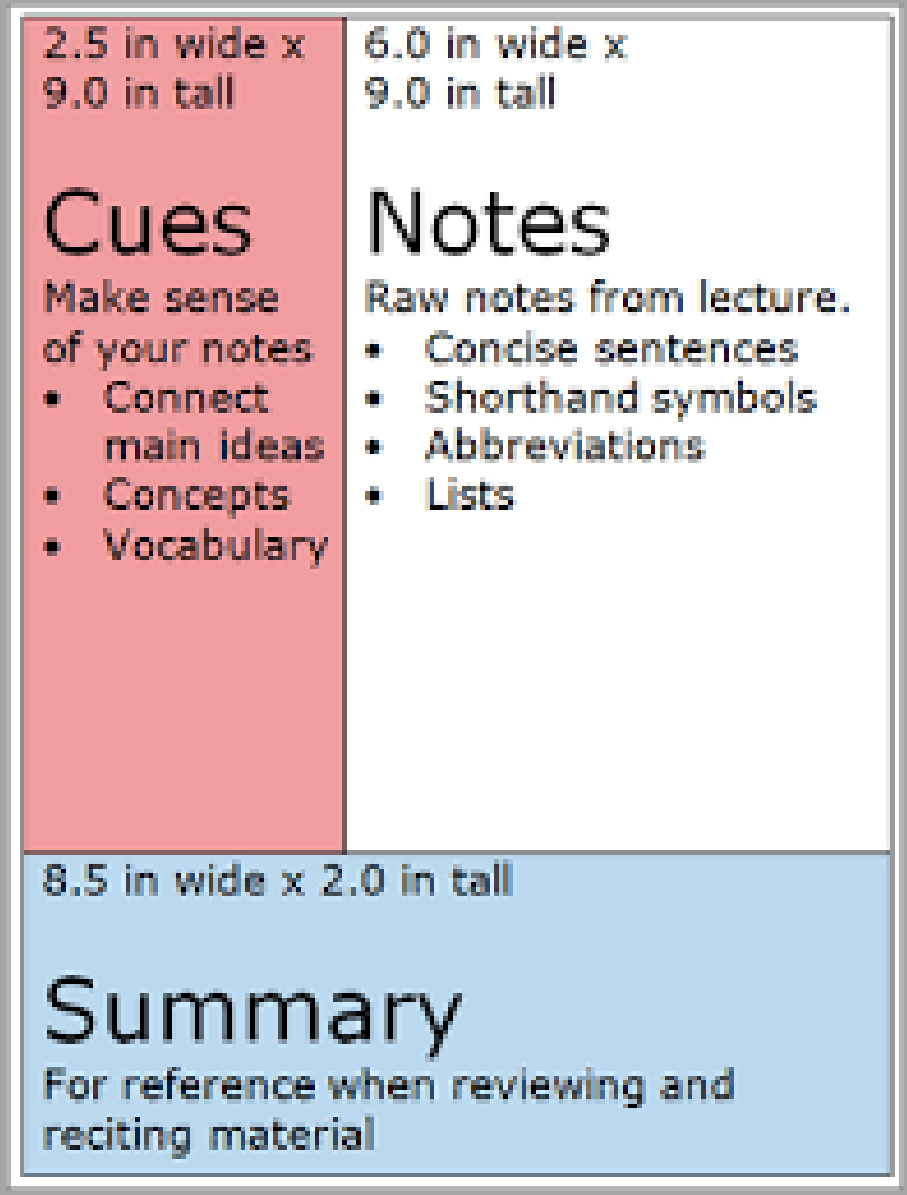
PROS :

- Revise notes easily, and add more entries or rows.
- Make notes easy for everyone on the team to understand.

CONS :

- Difficult to outline during a presentation, meeting, or discussion.
- It is complicated to use for visuals and diagrams.

Notetaking methods



2: The Cornell Method

The Cornell Method is a popular system of note-taking developed by Cornell professor Walter Pauk in the 1950s for students to follow lectures more productively.

- Divide a page by splitting it into columns–the big column is for jotting down the main points. Draw questions and keywords into the smaller column. Summarize at the bottom of the page.

- The Cornell notes act as a **guide for making work decisions and taking action, testing, or optimizing.**

PROS :

- Foolproof note overview over longer periods of time.

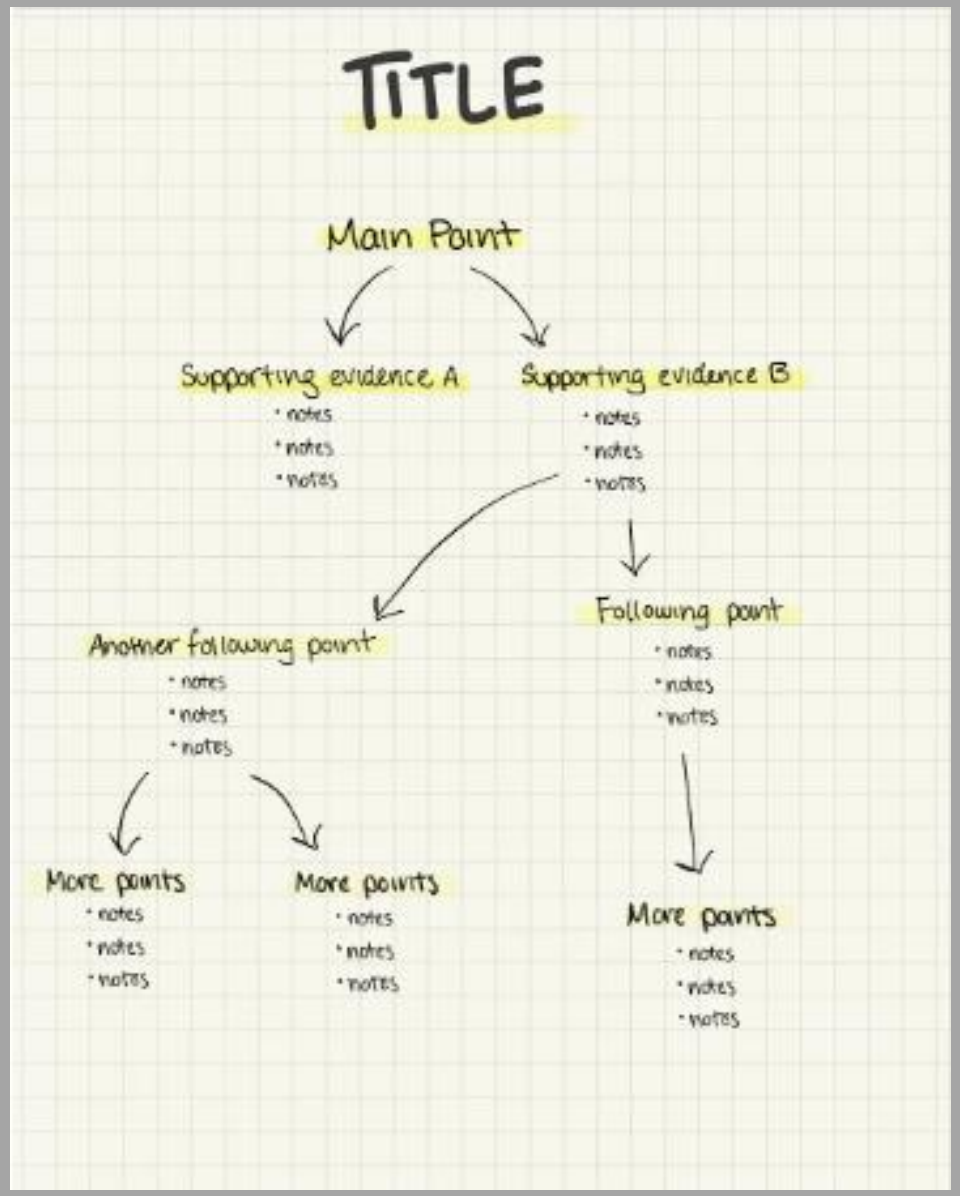
- Notes are structured but simplified for easy sharing and collaboration.

CONS :

- The Cornell Method takes time to prepare.

- It's not as easy to write down and follow the full content of the meeting.

Notetaking methods



3: The Mapping Method

The mapping method visualizes information for better comprehension of new ideas and their relationships. Mapped-out ideas motivate creativity and creative expression of teams using diagrams, images, and maps.

- Visual learners thrive on graphically presented information. Break the main focus into sub-topics or use arrows to connect points to related factors and explain how they affect the main focus.

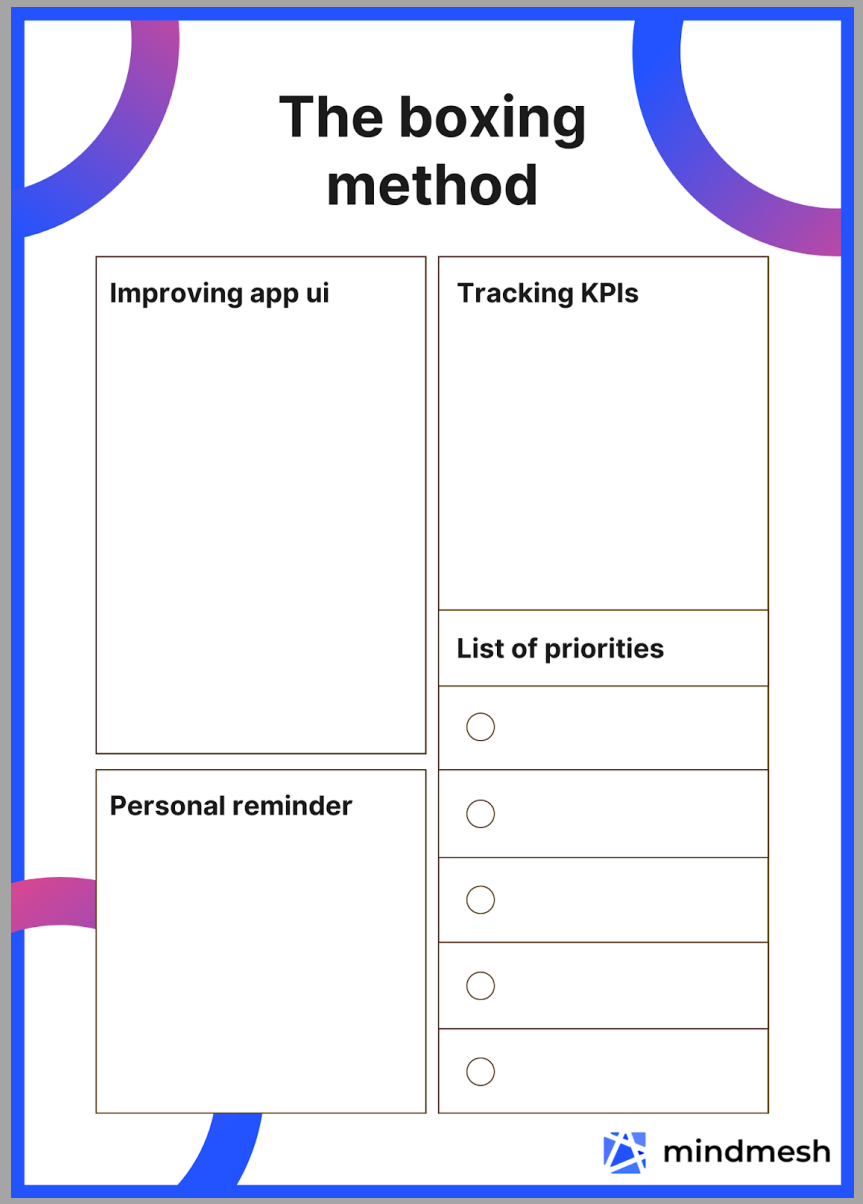
PROS :

- Introducing new ideas effectively.
- Fantastic for those who process information visually.

CONS :

- Requires additional effort and planning.
- Unable to capture discussions.

Notetaking methods



4: The Boxing Method

The Boxing Method is a visual note-taking approach, one where related ideas and information are bundled in a box with brief explanations of their elements.

- Digital boxing notes are beneficial for learning and planning projects.

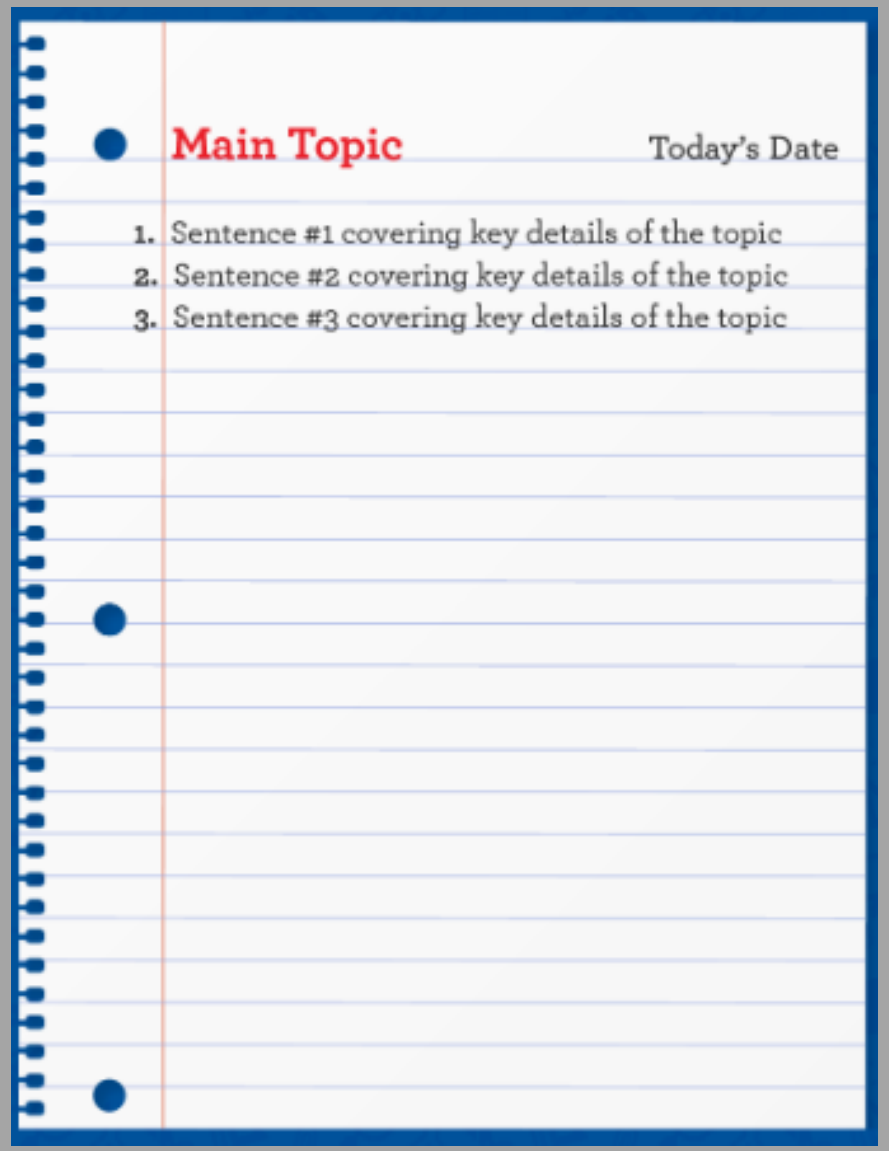
PROS :

- Recognize key details in boxed notes.
- Prevent the notes from becoming cluttered.

CONS :

- Not useful for fast-paced meetings..
- Not much space for longer notes.

Notetaking methods



5: The Sentence Method

The Sentence note taking method is simply writing down each topic as a jot note sentence.
This method works well for fast paced lessons where a lot of information is being covered.

PROS :

- Jotting main points helps you determine which information is important and which is not.

- You are able to cover a lot of details and information quickly.

- Notes are simplified for study and review.

CONS :

- May be difficult to organise into categories, and make sense of later.

- Difficult to prepare for too much information.

Techniques and Tips for Listening and Note Taking

Write phrases, not full sentences. Only record the key words that you need to get the idea of the point. Skip words like “the” and “a” that don’t add additional meaning to the content. Retain key technical or discipline-specific terms.

Take notes in your own words. Paraphrase what you hear so it makes sense to you — it helps you to understand and remember what you hear.
Try to paraphrase everything except where information needs to be noted exactly.

Structure your notes with headings, subheadings and numbered lists.
Use headings to indicate topic areas or to include bibliographic details of the sources of information. Use outline form and/or a numbering system and indenting to help you distinguish major from minor points and as a clear way of indicating the structure of information.

Techniques and Tips for Listening and Note Taking

Code your notes—use colour and symbols to mark structure and emphasis.

Use colour to highlight major sections, main points and diagrams.
You can also use different colours to classify and link concepts or information by topic.
However, don't focus too much on colour coding when you're in the lecture.
It requires time and concentration, so it's more useful to do most of the highlighting and underlining when you're revising your notes later.

Underline, circle, star, etc. to identify key information, examples, definitions, or other important materials. Devise your own marking code to indicate each type.

If you miss something, write key words, skip a few spaces, and get the information later.
Leave a space on the page for your own notes and comments.

Use Symbols and Abbreviations

Symbols and abbreviations for frequently used words, phrases or names are useful for note taking in lectures when speed is essential. It’s important to be consistent so you remember what they represent and can use them easily.

KSA : Kingdom of Saudi Arabia

IRN : Iran

ISR : Israel

RUH : Riyadh

TH – KSA JBC : Thai – Saudi Joint Business Council

What should be avoided when note-taking

Writing in full sentences is inefficient for most note-taking layouts, and it's time-consuming. Replace long words and phrases with abbreviations and symbols that are easy to remember.

Losing focus during note-taking on key points and items disrupts the structure and threatens the process. Use color-coding systems and clear language to avoid improvising and stay on topic.

No note-taking prep or instructions beforehand a meeting or at work allows for failing to retain information. Sort out notes daily, complete what's done, and lay the groundwork for fresh noteworthy ideas.

The secret for how to take notes well:

Preparations

Reading the relevant information before the meeting :

1. Fundamentally **takes the pressure off** of you to write everything down during the meeting,

2. Alerts you to what information is to come, which **primes your brain for learning,**

3. Contributes enormously towards your **ability to understand** the information presented in the meeting,

4. Frees up your **concentration and focus**, which you can now direct at the meeting and to asking questions,

5. **Deepens the memories you make** of the information, and

6. **Saves you hours** of time later on.

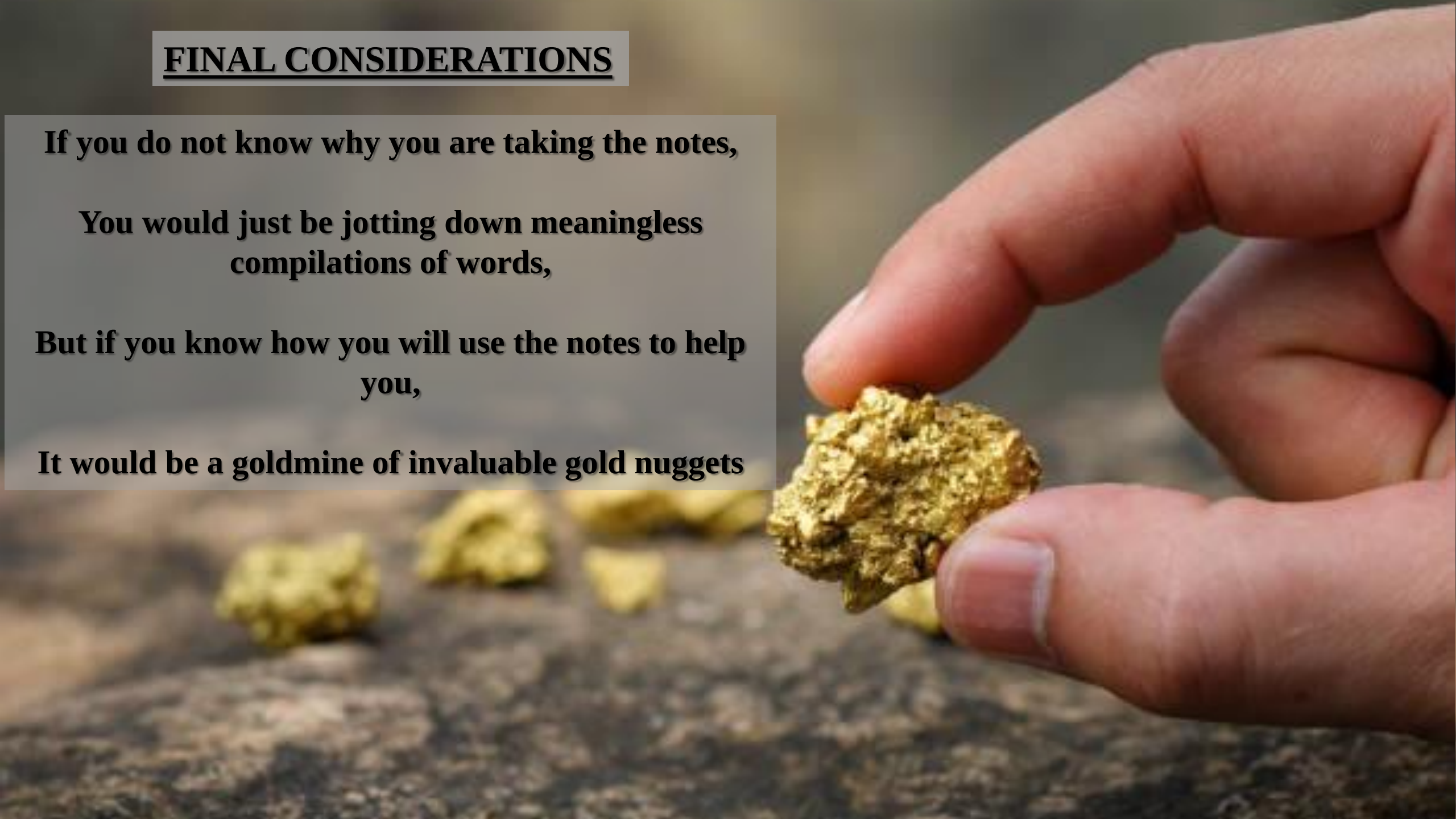
FINAL CONSIDERATIONS

If you do not know why you are taking the notes,

You would just be jotting down meaningless compilations of words,

But if you know how you will use the notes to help you,

It would be a goldmine of invaluable gold nuggets



Starting with the foundation

What is Summarizing?

Summarizing is considered as a process of taking information from a comparatively longer chapter, theory, notes. or write-up and creating a smaller version of it that covers all the facts and main points of the original version.

Summarizing means identifying the main idea and most important facts, then writing a brief overview that includes only those key ideas and details.

Writing an effective summary requires careful consideration of the document's purpose and audience. A good summary should begin with a clear understanding of the document's main message. It should then identify the most important points and present them in a logical order. The summary should be concise, clear, and understandable to the reader.

A well-written summary can have a significant impact on the reader. It can save time and effort, and it can help readers to make informed decisions. A poorly written summary, on the other hand, can be confusing and frustrating for the reader.
It can lead to misunderstandings and incorrect conclusions.

Summarizing success is an important skill to have in today's fast-paced business world. It's about capturing the essence of a document, presenting the most important points, and making sure that the summary is understandable to the reader. A well-written summary saves time and effort while providing the necessary information.

You know what must be included in a summary, but how do you go about writing a summary of material you have read? What summarizing really comes down to is knowing what to leave out, what to substitute, and what to keep.

1. Read a text passage at least twice. Read it the first time to get a general overview and to see how the information is organized.

2. Reread each paragraph to determine what is most important in it. You cannot decide whether something is more important or less important until you have read what comes before and after it. When you are reading material for the first time, you know about the sentence you are reading and what came before it, but you cannot know at that moment what comes after it. This is why you need a second reading once you have the general picture.

• It may help you to start by identifying the information that is unimportant or that is repeated. Since you're going to leave it out of the summary, you may want to lightly pencil through this material.

• Replace any lists of specific things with a general word that describes them all (such as using "childhood diseases" in place of "mumps, measles, and chicken pox").

• Locate any stated main ideas and underline them. For any paragraph that does not have a stated main idea, formulate the main idea. Write its implied main idea in the margin of the textbook, on scratch paper, or on a sticky note. Remember that you may have to combine important information to create a main idea.

3. Rewrite the main ideas in your own words as briefly as possible. When you paraphrase or substitute synonyms for existing words, you use your brain to process the material. The original material might say “a ten-year period,” but in your summary you might say “decade” instead. Although main ideas are typically written as single sentences, you may sometimes find it easier to break them into two or more sentences in your summary. Students usually write summaries as study tools, so make yours work for you.

4. Write the paraphrased main ideas in the same order the author presents the main ideas.

5. Use transition words as needed to show how the ideas are linked and to make your summary read more smoothly.

Tips for Effective Summarizing

1. Understand the purpose of the summary: Before you begin summarizing, it's important to understand the purpose of the summary. Are you summarizing for yourself or for someone else? Is the summary intended to provide an overview or a detailed analysis? Having a clear understanding of the purpose will help you determine what information to include and how much detail to provide.

2. Identify the main points: The first step in summarizing is to identify the main points of the text. Look for the most important ideas and concepts and make note of them. It can be helpful to highlight or underline key information as you read.

3. Use your own words: When summarizing, it's important to use your own words to convey the information. Don't simply copy and paste from the original text. Instead, try to rephrase the information in a clear and concise way.

Tips for Effective Summarizing

4. Be selective: Not all information is equal in importance. When summarizing, be selective about what information to include. Focus on the most important points and leave out any unnecessary details.

5. Keep it brief: Summaries should be brief and to the point. Avoid including extraneous information or going into too much detail. Aim to summarize the text in as few words as possible while still conveying the key points.

6. Understand your audience: This will you with the choice of language and tone.

How to Summarize Complex Information?

When it comes to summarizing complex information, it can be a daunting task to condense a large amount of information into a concise and clear summary. However, being able to summarize complex information is a valuable skill that can be applied in many different fields and situations.

To start, it is important to understand the key points that you want to convey in your summary. This means identifying the main ideas, arguments, and evidence that support your overall message. From there, you can begin to organize your thoughts and create a structure for your summary.

How to Summarize Complex Information?

1. Read the material carefully: Before you can summarize complex information, you need to understand it. Take the time to read through the material carefully, making note of key points and ideas.

2. Identify the main ideas: Once you have read through the material, identify the main ideas and arguments. These are the key points that you want to convey in your summary.

3. Use your own words: When summarizing complex information, it is important to use your own words and avoid simply copying and pasting from the original text. This shows that you understand the material and can communicate it in your own words.

4. Focus on clarity: When summarizing complex information, it is important to focus on clarity. Use simple, straightforward language and avoid technical jargon or convoluted sentences.

5. Highlight key examples: Using examples can help to clarify complex information. When summarizing, try to highlight key examples that support your main ideas.

Like most skills, learning to write useful summaries takes practice.
That’s why you should evaluate your summaries.
After you have written a summary, take a few minutes to see if it meets the guidelines for a correct summary:

- Is it accurate and complete?
- Does it include all the author’s main points?
- Are they in the right order?
- Did you remember not to include details, examples, your opinions, and information that isn’t in the original selection?
- Did you write the summary in your own words?
- Did you use transitions so that it reads smoothly?
- If someone else read your summary, would they see and be able to understand all of the important points the author presented in the original selection?

1. Somebody Wanted But So Then

2. SAAC Method

3. 5 W’s, 1 H

4. First Then Finally

Somebody Wanted But So Then

An excellent summarizing strategy for stories. Each word represents a key question related to the story's essential elements:

Somebody: Who is the story about?

Wanted: What does the main charter want?

But: Identify a problem that the main character encountered.

So: How does the main character solve the problem?

Then: Tell how the story ends.

Somebody Wanted But So Then

Here is an example of this strategy in action:

Somebody: Little Red Riding Hood

Wanted: She wanted to take cookies to her sick grandmother.

But: She encountered a wolf pretending to be her grandmother.

So: She ran away, crying for help.

Then: A woodsman heard her and saved her from the wolf.

After answering the questions, combine the answers to form a summary:

Little Red Riding Hood wanted to take cookies to her sick grandmother, but she encountered a wolf. He got to her grandmother's house first and pretended to be the old woman.
He was going to eat Little Red Riding Hood, but she realized what he was doing and ran away, crying for help. A woodsman heard the girl's cries and saved her from the wolf.

SAAC Method

The SAAC method is another useful technique for summarizing any kind of text (such as a story, an article, or a speech).

SAAC is an acronym for "State, Assign, Action, Complete."
Each word in the acronym refers to a specific element
that should be included in the summary.

SAAC Method

State: the name of the article, book, or story

Assign: the name of the author

Action: what the author is doing (example: tells, explains)

Complete: complete the sentence or summary with keywords and important details

This method is particularly helpful for learning the format of a summary. However, SAAC does not include clear guidance about what details to include, which some might find tricky. Users may need to be reminded of the types of details that belong in a summary.

SAAC Method

SAAC in action:

State: "The Boy Who Cried Wolf"

Assign: Aesop (a Greek storyteller)

Action: tells

Complete: what happens when a shepherd boy repeatedly lies to the villagers about seeing a wolf

Use the four SAAC cues to write out a summary of "The Boy Who Cried Wolf" in complete sentences:

"The Boy Who Cried Wolf," by Aesop (a Greek storyteller), tells what happens when a shepherd boy repeatedly lies to the villagers about seeing a wolf. After a while, they ignore his false cries. Then, when a wolf really does attack, they don’t come to help him.

5 W’s, 1 H

The Five W's, One H strategy relies on six crucial questions: who, what, when, where, why, and how. These questions make it easy to identify the main character, important details, and main idea.

Who is the story about?
What did they do?
When did the action take place?
Where did the story happen?
Why did the main character do what s/he did?
How did the main character do what s/he did?

5 W’s, 1 H

Try this technique with a familiar fable such as "The Tortoise and the Hare."

Who? The tortoise
What? He raced a quick, boastful hare and won.
When? When isn’t specified in this story, so it’s not important in this case.
Where? An old country road
Why? The tortoise was tired of hearing the hare boast about his speed.
How? The tortoise kept up his slow but steady pace.

Then, use the answers to the Five W's and One H to write a summary of in complete sentences.

Tortoise got tired of listening to Hare boast about how fast he was, so he challenged Hare to a race. Even though he was slower than Hare, Tortoise won by keeping up his slow and steady pace when Hare stopped to take a nap.

First Then Finally

The "First Then Finally" technique helps users summarize events in chronological order. The three words represent the beginning, main action, and conclusion of a story, respectively:

First: What happened first? Include the main character and main event/action.
Then: What key details took place during the event/action?
Finally: What were the results of the event/action?

Here is an example using "Goldilocks and the Three Bears."

First, Goldilocks entered the bears' home while they were gone. **Then**, she ate their food, sat in their chairs, and slept in their beds. **Finally**, she woke up to find the bears watching her, so she jumped up and ran away.

Three Important Summarization Techniques

There are three important summarization techniques. They are selection, rejection and substitution. They are discussed hereunder.

Selection : Selection is an important summarization technique. It is essential to select major idea, key words and phrases, special terms and interpretations presented in the original resource. These aspects must be considered seriously while writing these summary. It is an important summarization technique as it helps to include all major ideas in summary.

Rejection : Rejection is an important summarization technique. lt is a process of removing unnecessary data. As cited earlier, try to reject repetitions, examples, illustrations, anecdotes, redundant, expressions, tables and statistical data. Basically rejection helps to prepare a perfect summary.

Substitution : It is also an important summarization technique. Basically it includes synthesis. It is a mode of combining several sentences into one sentence. It is recommended to use sentence substitutions, short sentences to replace lengthy sentences. Use of one-word substitutions is an added advantage in the summary writing process.

Tips - How To Summarize Any Given Passage?

- Be careful to select the theme of passage or reading material.-
- Do not reproduce sentences from original text.
- Do not provide scope for ambiguity.
- Include all major ideas.
- Be objective and write summary in third person.
- Observe proportion.
- Do not include any redundant data.
- Never introduce your ideas.
- Do not criticize or change the original source.
- Limit your summary, it must not be more than ⅓rd the length of the original passage.
- Prefer short, simple and self dependent sentences.
-Be stringent with words.
- Avoid cluttering, pleonasm or redundant phrares.
- Avoid needless repetitions.
- Logically link each section.

Key Takeaways

The 3 Respects

1. Respect yourself as the author / writer.

2. Respect your audience.

3. Respect the work.

“If you put your heart and soul into your work, your work will have heart and soul.”

ONE
SIZE
DOESN'T
FIT
ALL

Thank you