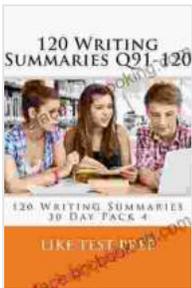


# 120 Writing Summaries Q91 120 120 Writing Summaries 30 Day Pack

Writing summaries is a valuable skill that can be used in a variety of academic and professional settings. A well-written summary can help you to:



## 120 Writing Summaries Q91-120: 120 Writing Summaries 30 Day Pack 4 by Steve Hindman

★★★★★ 5 out of 5

Language : English  
File size : 568 KB  
Text-to-Speech : Enabled  
Enhanced typesetting : Enabled  
Lending : Enabled  
Print length : 112 pages  
Screen Reader : Supported



- Save time by quickly getting the main points of a text
- Improve your comprehension by forcing you to think critically about what you are reading
- Develop your writing skills by practicing how to condense information into a concise and coherent form

This book provides a comprehensive guide to writing effective summaries. It includes:

- 120 writing summaries to help you practice and improve your skills
- A step-by-step guide to writing summaries
- Tips and tricks for writing effective summaries
- A variety of exercises and activities to help you learn how to write summaries

## **120 Writing Summaries**

The 120 writing summaries in this book are divided into three levels of difficulty: easy, medium, and hard. Each summary is followed by a set of questions to help you check your comprehension.

- **Easy summaries** are short and straightforward, and they are a good place to start if you are new to writing summaries.
- **Medium summaries** are a bit longer and more complex than easy summaries, and they require you to have a good understanding of the text you are summarizing.
- **Hard summaries** are the most challenging summaries in the book, and they require you to have a deep understanding of the text you are summarizing.

## **A Step-by-Step Guide to Writing Summaries**

The following is a step-by-step guide to writing effective summaries:

1. **Read the text carefully.** Make sure you understand the main points of the text before you start writing your summary.
2. **Identify the key points.** Once you have a good understanding of the text, identify the key points that you want to include in your summary.

3. **Write your summary.** Use concise and clear language to write your summary. Make sure to include all of the key points that you identified in step 2.
4. **Proofread your summary.** Once you have finished writing your summary, proofread it carefully to check for any errors.

## Tips and Tricks for Writing Effective Summaries

Here are a few tips and tricks for writing effective summaries:

- **Use active voice.** Active voice is more concise and clear than passive voice.
- **Use specific nouns and verbs.** Specific nouns and verbs will help your reader to understand your summary more clearly.
- **Avoid jargon.** Jargon is specialized language that may not be familiar to your reader.
- **Keep your summary concise.** Your summary should be no longer than one-third the length of the original text.

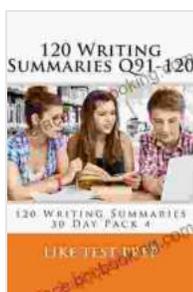
## Exercises and Activities

This book includes a variety of exercises and activities to help you learn how to write summaries. These exercises and activities are a great way to practice your skills and improve your understanding of the writing process.

- **Summarizing short texts.** This exercise will help you to practice summarizing short texts.
- **Summarizing long texts.** This exercise will help you to practice summarizing long texts.

- **Summarizing complex texts.** This exercise will help you to practice summarizing complex texts.

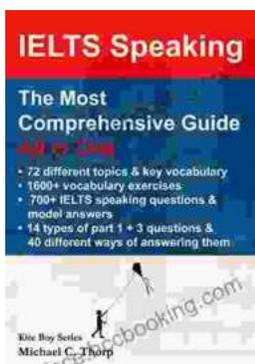
This book is a comprehensive guide to writing effective summaries. It includes everything you need to know to write clear, concise, and informative summaries. Whether you are a student, a professional, or anyone else who needs to write summaries, this book can help you to improve your skills.



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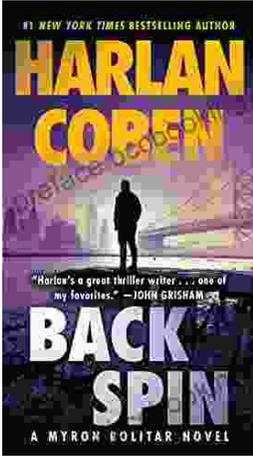
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