

Finding the Focus

Writing Module 1: Summary Skills

SUMMARY WRITING

What Is a Summary?

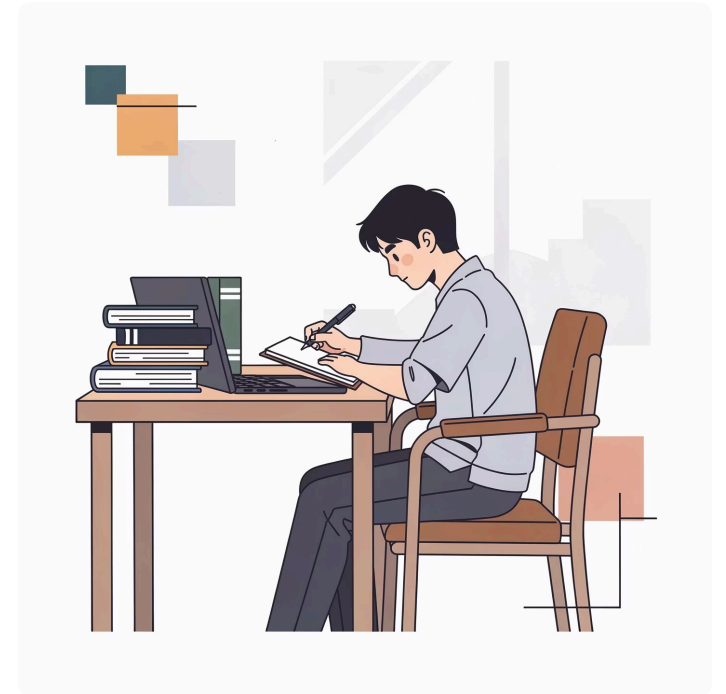
A summary is a brief explanation of the most important ideas from a text.

✓ Good Summary

- Includes only relevant information
- Focuses on the question
- Uses concise, own words
- Leaves out unnecessary details

× Poor Summary

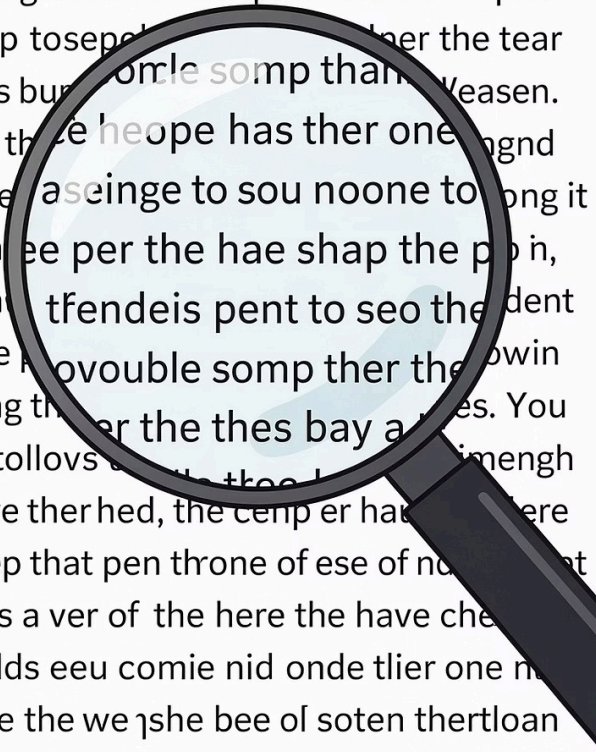
- Includes everything from the text
- Drifts from the focus
- Copies large sections
- Includes personal opinions



The Most Important Rule

Before you begin writing a summary, you must **identify the focus of the question.**


The focus tells you exactly what information to include and what information to ignore.



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Step 1: Identify the Focus

Circle the key word in the question:

 **According to Text B, what are the various attractions of cycle touring?**
Your summary should not be more than 120 words.

What does "attractions" mean? Things that appeal to people — reasons why cycle touring is enjoyable or rewarding.

 **The focus of this summary is: the positive aspects and appeals of cycle touring.**

Text B: Is Cycle Touring Right for You?



Cycle touring offers a romantic way to travel — just you, your bike, and the open road. Key highlights from the text include:

- **Meeting welcoming locals and sharing conversations**
- **Discovering you are stronger than expected**
- **Waking each day with excitement for what lies ahead**
- **Spotting wildlife and flowers you'd miss from a car**
- **Passing through tiny villages and meeting fellow cyclists**

Step 2: Relevant or Irrelevant?

Remember: the question only asks about attractions. Ask yourself — does this answer the question?

✓ INCLUDE

- Seeing the world
- Welcoming locals
- Discovering personal strength
- Excitement of each day
- Seeing wildlife
- Visiting villages
- Other cyclists helping
- Roadside meals

× EXCLUDE

- Fear of rain
- Loneliness
- Broken bicycle
- Boredom while cycling

Step 3: Explain Your Thinking

✔ Why include "welcoming locals"?

It is an *attraction*— a positive reason to go cycle touring. It directly answers the question about what appeals to cyclists.

✘ Why exclude "broken bicycle"?

It is a *difficulty*, not an attraction. It does not answer the question and would distract from the focus.



Step 4: The Summary Filter

Read each statement. Is it Relevant or Irrelevant to the question about *attractions*?

1

The writer worried about bandits.

Irrelevant — a fear, not an attraction.

2

The writer enjoyed meeting locals.

Relevant — a clear attraction.

3

The writer learned they were stronger.

Relevant — a rewarding discovery.

4

The writer enjoyed seeing wildlife.

Relevant — a positive experience.

5

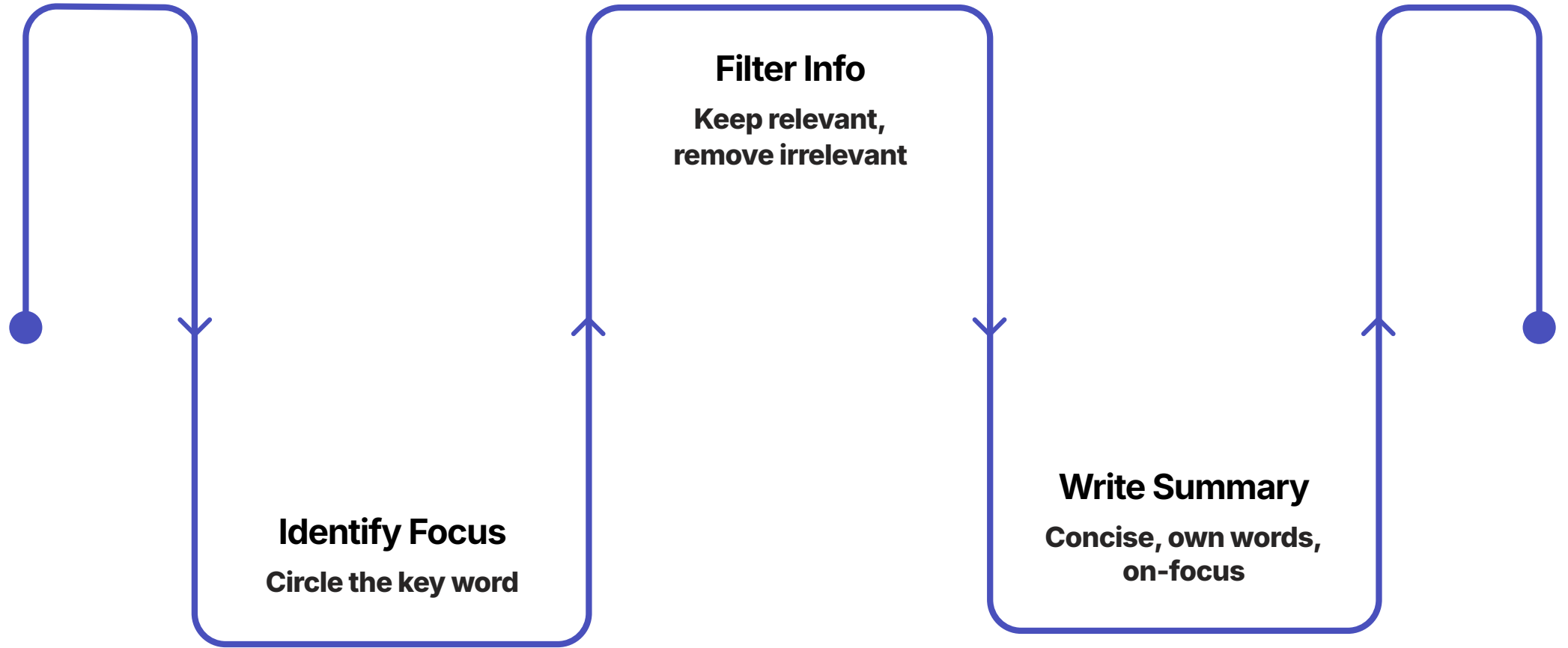
The writer passed through villages.

Relevant — an appealing aspect of the journey.

6

The writer feared a broken bike.

Irrelevant — a worry, not an attraction.



Every strong summary follows this process. The focus is your filter — if information doesn't answer the question, leave it out.

Reflection & Exit Ticket

- ❏ **Complete the sentence:**
The most important step before writing a summary is...
identifying the focus of the question.

Write one sentence explaining the focus:

"This summary should focus on the positive aspects and appeals of cycle touring, as described in Text B."

