

МИНИСТЕРСТВО ОБРАЗОВАНИЯ И НАУКИ РФ
ГОСУДАРСТВЕННОЕ ОБРАЗОВАТЕЛЬНОЕ
УЧРЕЖДЕНИЕ
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«ВОРОНЕЖСКИЙ ГОСУДАРСТВЕННЫЙ
УНИВЕРСИТЕТ»

**РЕФЕРИРОВАНИЕ
ОБЩЕСТВЕННО-ПОЛИТИЧЕСКОГО ТЕКСТА:
МАТЕРИАЛЫ ДЛЯ АУДИТОРНОЙ РАБОТЫ**

Учебно-методическое пособие

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an overall picture of the argument through the outline, and a more detailed reminder of the content via the summaries.

Summary is often a part of synthesis because readers need to know a little about the ideas you are pulling together. Similarly, you have to summarize ideas or texts before you can compare them, classify them, or divide them into their component parts. You will find that almost any texts you read in college and outside contain at least a little summary.

1. The main purpose of a summary is

- a) to make another person interested in the problem;
- b) to select the important details and represent them to another person;
- c) to stimulate another person to read the whole book or watch the whole movie.

2. While summarizing we try to

- a) enrich the original piece by means of explicit details;
- b) compress the original piece in terms of grammatical constructions;
- c) condense the original piece making it more laconic and comprehensible.

3. A good summary should

- a) include as many details as possible;
- b) be compendious and generalizing;
- c) render stylistic peculiarities of the original piece.

4. Summarizing the key points of the text can help to

- a) omit all unnecessary information;
- b) penetrate into the essence of the text;
- c) remember the text in full detail.

5. Summary-outline notes

- a) allow you to keep in mind the content of the source text;

- b) help you expand the summary in case of necessity;
- c) let you include all the details in your summary.

6. The ability to synthesize is crucial in summary-writing because

- a) you construct a summary on the basis of the ideas from different sources;
- b) readers need to know what your ideas stand for;
- c) you have to put together the key points you mark out.

Task 3. Compare and contrast the pieces of information given below. Which of them refers to writing a summary?

- Just think of some of the tasks you might encounter in a typical government workplace. You may have to report on discussions at a meeting, generalize the responses received as part of a public consultation or report on a teleconference. You may have to write an executive outline of a report, describe how a project is going and convey the recommendations arising from a lengthy study. In every case, you will have to sort through the original information, extract the essential details from all the rest and then create a coherent abbreviated version of the information that the reader can rely on as an accurate representation of the most important points.

- Working with conceptually more complex texts may be different from working with factual texts. In such texts, you have to follow the author's main line of reasoning, spot his arguments, identify the counterarguments he puts forward to refute another argument, differentiate between main ideas, and evidence provided to support or refute arguments. While doing these, you will also have to decide what is essential information and what is detail. All these require very careful critical reading.

Task 4. Read the quotation below. Tell your partner if you agree with it. Why? Why not?

Good summaries are harder to write than you may think – bad summaries are easy! (Sandra Jamieson, Drew University. 1999)

Listening

Task 5. You are going to listen to some information about the peculiarities of writing a summary. Before listening, study the following words and phrases which will appear in the passage. How do you think they will be related to the theme of the passage?

- important data ●to present concisely ●to summarize relevant stories
- embarrassing errors ●accuracy and concision ●to comprehend a source text
- summary-outline notes ● an overall picture of the argument ●synthesis

Task 6. Now listen to the recording. For questions 1-10, fill in the gaps with a word or short phrase.

The purpose of summary is to (1) _____ the information of the text to the reader in a compressed form. You are not supposed to include the (2) _____ of the text in your summary. Along with the most important points some (3) _____ information should be included to help the reader get acquainted with the author's point of view on the topic. It is significant to differentiate a summary from (4) a _____. A summary is discrepant as it doesn't presuppose any (5) _____ to the ideas of the text. A summary also differs from an outline or synopsis for it represents (6) _____ of the ideas or arguments of the text. The most relevant information about the topic is given in a summary in order to (7) _____ the ideas of the text. It can be difficult to write a summary of a text as some writers do not use a (8) _____ structure. In this case the task of summarising is to present the information given

in the initial text in an (9) _____ fashion. The final product you receive should represent a laconic, more (10) _____ version of the text.

Task 7. Look upon yourself as a certified professional in the sphere of international relations. Your employer has asked you to prepare a summary of a text in English. In pairs choose the main principles of summarizing and explain your choice. Correct the wrong principles.

- The summary should cover the original as a whole.
- The summary should include your own illustrations, metaphors, or interpretations.
- Your summary simply repeats what the source text says, in fewer words and in your own words.
- The fact that you use your own words does not mean that you include your own ideas.
- The thesis of the original essay should be clear in the summary.
- The rendering captures the gist or essence of a work for an audience who has no immediate access to the original.
- The material should be presented in a neutral fashion.
- The summary should be a condensed version of the material, presented in your own words.
- The summary is shorter than the source.
- The summary generalizes the main points of the original source.
- Your task is to simplify the language of the summary so that it was clear for everyone.

Task 8. Now you are going to study seven steps which you will take when writing a summary of a text. Match them to what you are supposed to do at each stage. Then put them into the right order.

1	Write a thesis statement	a	At this point, your first draft is virtually done. You can use the thesis statement as the introductory sentence, and your other sentences can make up the body. Make sure that they are in order. Add some transition words (<i>then, however, also, moreover</i>) that help with the overall structure and flow of the summary.
2	Check for accuracy	b	Read straight through. At this point, you don't need to stop to look up anything that gives you trouble—just get a feel for the author's tone, style, and main idea.
3	Read	c	Review the sentences you wrote in step 4. From them, you should be able to create a thesis statement that clearly communicates what the entire text was trying to achieve. If you find that you are not able to do this step, then you should go back and make sure your sentences actually addressed key points.
4	Ready to write	d	Skim the text you are going to work with and divide it into sections. Focus on any headings and subheadings. Also look at any bold-faced terms and make sure you understand them before you read.
5	One sentence at a time	e	Reread your summary and make certain that you have accurately represented the author's ideas and key points. Make sure that you have correctly cited anything directly quoted from the text. Also check to make sure that your text does not contain your own commentary.
6	Divide and conquer	f	Rereading should be <i>active</i> reading. Underline topic sentences and key facts. Label areas that you want to refer to. Also label areas that should