



PIMPRI CHINCHWAD EDUCATION TRUST'S
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Pimpri Chinchwad Education Trust's
S.B. PATIL COLLEGE OF SCIENCE & COMMERCE, RAVET

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SUBJECT-ENGLISH

CLASS-12TH COMMERCE

NAME OF THE STAFF –MR.S.M.AUSEKAR

NAME OF THE TOPIC-

DO SCHOOLS REALLY KILL CREATIVITY

MIND MAPPING

Use mind mapping.

DO'S OF SUMMARY WRITING...

- *Read and re-read the passage.*
- *Understand*
- *Read the instructions*
- *Find exactly what you need to summarize.*
- *Identify the main idea through the process of asking questions*

- *Form short sentences on your own*
- *Connect the sentences using linkers*
- *Remove extra words and sentences from the key sentences*
- *Omit details*
- *Avoid your own interpretation*

DON'TS OF SUMMARY WRITING...

- **Include**

- **Exclude**

- **Add**

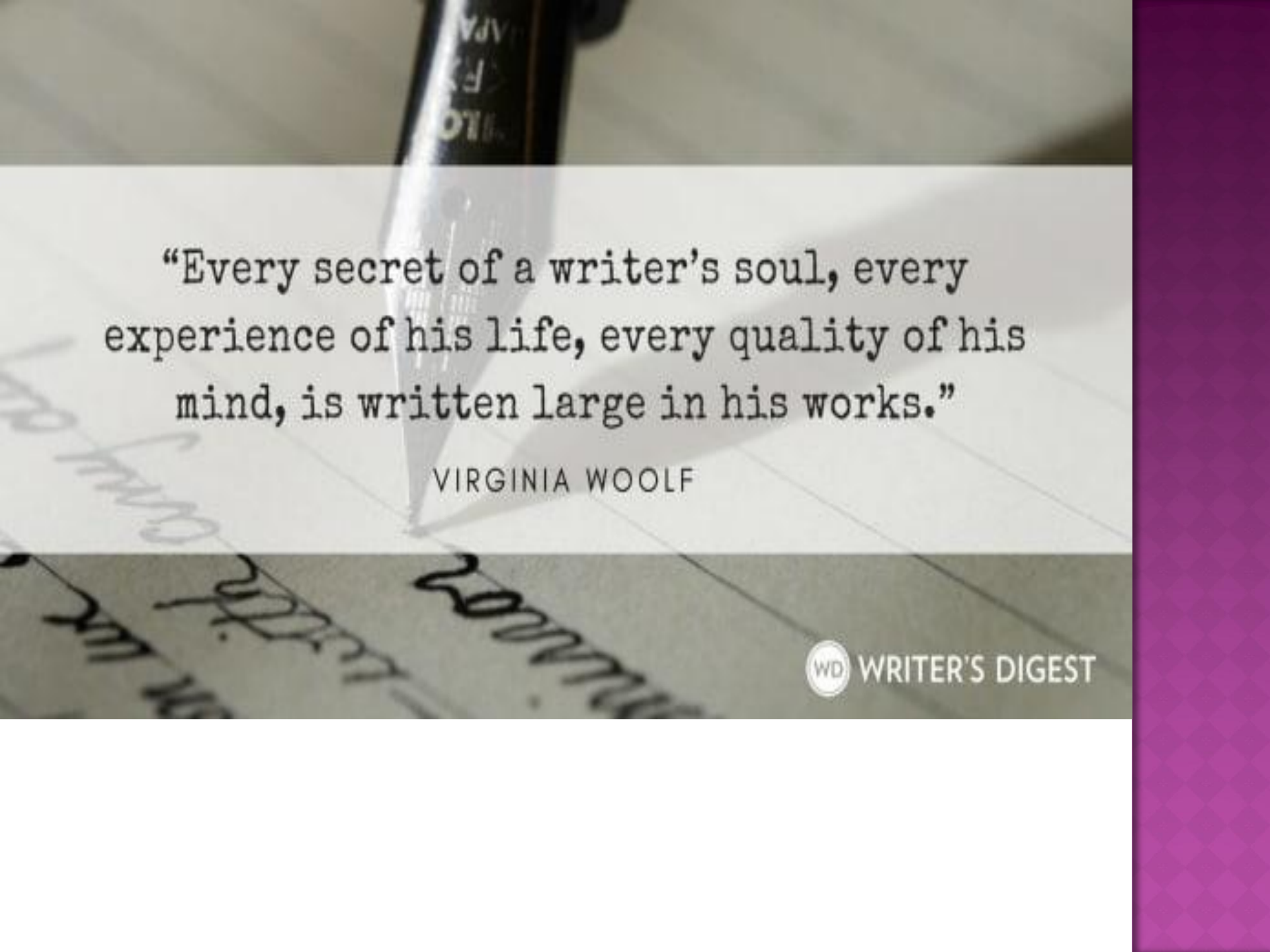
- **Comment**

- **Give examples**

STEPS FOR SUMMARY WRITING-

- *Read the article twice.*
- *Ask questions about the purpose of writing.*
- *Identify the main idea.*
- *Write the first draft.*
- *Revise your first draft and edit it.*
- *Write the final draft.*

***Summary writing is a writing skill. It needs practice. Take small passage initially. Read it carefully. Calculate the words. Try to reduce each sentence without losing its sense. Remove examples and illustrations if any. Avoid repeated and unnecessary information. Use simple sentences. Use one word for group of words where ever possible.
e.g. The person who leads India= Indian Captain.
Search the key words and join them with relevant words.
Reduce the passage up to one third. Give the title to the summary considering the central idea of the passage.***



“Every secret of a writer’s soul, every experience of his life, every quality of his mind, is written large in his works.”

VIRGINIA WOOLF



WRITER'S DIGEST