

HOW TO WRITE A SYNTHESIZING SUMMARY

A synthesizing summary combines the main ideas of several readings into one. It is similar to a reported summary insofar that it includes only the gist, high level information or main points. However, unlike a reported summary, a synthesizing summary does not summarize the ideas in the order they occur in the original reading. Instead, it reorganizes the ideas in the order of importance seen by the writer of the summary. A research report can be a form of synthesizing summary. Your synthesizing summary should be 250 words, four paragraphs. Please follow the instructions below:

Introduction

1. Preparing for the summary
 - 1.1. Read and understand the original readings.
 - 1.2. Identify a few thematic clues or topics that are mentioned in both readings.
 - 1.3. Select headings for the common themes or topics identified.
 - 1.4. Locate details in the original readings to match the headings or topics.
 - Organize the topics in an appropriate and logical manner.
2. Writing the introduction
 - 2.1. Begin your summary by identifying the authors or sources of the readings, the title, and date of publication in a reporting statement for each reading.
 - 2.2. subordinate the reporting statements (shorten and combine them) to a sentence or two sentences describing the gist (main ideas) of the readings.

Note: Cite the author and date of publication at the end of the reporting statement. **For example:**

Dealing with technological vulnerabilities may be more difficult than identifying and finding straightforward ways of addressing them (Martin, 2006).

Body paragraphs.

1. Use 2-3 headings to frame the content of your summary.
2. Use transitional words or expressions to indicate logical relationships.
 - Cite your sources.
3. Conclude by briefly reviewing the documents and summarizing what you have written.

Please use your own words when writing a synthesizing summary.