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| Communication Skills: Summarizing |
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| Summarizing is similar to paraphrasing. We restate ideas that we have said before to remind people about the most important points we have made. We tell them one more time what we said so that they will remember it. Summarizing is mostly done in academic and business situations but we occasionally use this in everyday conversation.We can use the following sentences or phrases to start our summary.* In summary…
* To summarize…
* To sum up…
* To reiterate….
* In brief…
* In other words…
* Let me put it this way…
* What it boils down to is…
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*A. Summarize the paragraphs below into one or two sentences.*

1. We get bombarded with advertising wherever we go. Advertising is on our streets, our televisions, our radios, our computers and our telephones. Even when watching a movie, you will see carefully placed products at strategic points in the plot. Despite so many different ways to advertise, advertisers are struggling to sell their products in today’s world. There are simply so many advertisements out there that we don’t see them anymore. Advertising has become part of the background. We know it’s there but we don’t really notice it.

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2. More and more colleges and universities are offering their courses online. As more people become connected to the internet, the convenience of learning from home, whenever you have time, is hard to beat. However, there is still considerable debate as to whether online learning is as effective as face-to-face class time. The internet can certainly delivery information effectively. However, educators are still not satisfied that on-line can do more than deliver information to students. They don’t think the internet can capture the interaction between the teacher and students that leads to effective learning.

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