

Summary Exercise: Step 4 (Final)

Take your text from the previous step and extend it to a recommended final length of 4 – 5 printed pages (excluding the bibliography, and excluding pictures and tables if you have any).

You can make your summary broader, or elaborate on the parts already written – decide on what you think are the most important messages and details to provide within the space limit.

The other remarks from Step 3 (intended audience, evaluation criteria, etc.) still apply. See also the writing guidelines once more, especially the section on “Finalizing a text”, to make your final version coherent and well-formed.