Summarise a chapter in your own words: a complete attributed example

Worked example

Practice source: My Day editorial teaching text, “Three tabs and two questions”, 2026. It was written for this exercise, not taken from a published book or a research report.

At the start of the week Mina planned three chapters of an online course. On Monday she opened all three tabs and copied terms, but could not explain one example. On Tuesday she selected one chapter, wrote two questions and closed the source after reading. Her explanation revealed a gap that she checked in the text. This describes one learning attempt; it does not establish one method as best for everyone.

Read the original practice passage

Form	Worked example	How to label it
Direct quotation	“Mina planned three chapters”	Exact words from the practice passage; use quotation marks
Paraphrase	Mina intended to cover three course chapters that week.	One idea restated; retain the practice source
Summary	Mina narrows her task and checks a gap; the story proves no universal method.	Short account of the main thread and its limit
Reader’s application	In my next lesson I will explain one example before moving on.	My own proposed action, not the source’s claim

Source and edition: The Open University / OpenLearn: Reading and note taking - preparation for study

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Your notes

Fill the blank fields with your own records.

Name / project

Source and edition

Page / location

Question

Summary, source and personal next step

Form	Worked example	How to label it
Direct quotation		
Paraphrase		
Summary		
Reader’s application		

My summary / judgement

My next action

Date

Actual result / open question