

Part III

WRITING SUMMARIES AND REPORTS

Translators have to work with different types of literature, they often use originals in their everyday work. Sometimes they have to come across the secondary sources of information. The secondary sources are worked up according to the contents of scientific information and the aims of using the original literature.

The main secondary sources of foreign literature are:

1) *Bibliographical descriptions*;

2) *Summaries*;

3) *Reports*;

4) *Surveys*.

Each of the sources has a certain degree of information compression. The shortest source of the secondary documents is a bibliographical description. It contains the smallest quantity of information. *A bibliographical description* is a combination of pieces of information about the original work or its part which gives a general impression of the original.

It includes different parts.

The first one is a title of the original. It is written in your own language.

The second one is some information about the author or a group of them.

The next one is a date of publishing. It includes a place of publishing and the name of publishing house given in a full form.

The last one is a year of publication.

Sometimes there are some additional elements such as the number of figures and pages.

The main function of making bibliographical descriptions is to notify readers of a new source of information. Translators of technical literature have to deal with summaries and reports all the time.

A summary (an annotation) is a brief characteristic of the contents of the original or the manuscript. The main purpose of such a simplification is to highlight the major points from the original (much longer) subject, e.g. a text, a film or an event. The target is to help the audience to get the main idea in a short period of time. We will take into consideration a summary on the content of scientific literature. There are different types of summaries. They are classified according to their aims of usage and their essence. The first type is a *reference summary*. Such summaries report the theme of the original, give some facts of it and don't express any opinion of the original work. The second type is a *summary of recommendation*. These summaries estimate the original and define a suitable class of readers.

E.g. It's recommended for scientists.

It's of great interest to technicians.

There is another classification of summaries according to the quantity of the original contents.

The first kind is a *general summary*. They give some general characteristics of the original document. These summaries are written to a wide circle of readers. The second one is a *specialized summary*. They show some special aspects of the original. They are written to specialists in a variety of sciences. Summaries usually have a clearly arranged structure and they are written in a logical, chronological and traceable manner. *In contrast to a résumé or a review, a summary contains neither interpretation nor rating.* Only the opinion of the original writer is reflected – paraphrased with new words without quotations from the text. Unlike a retelling, a summary has no dramatic structure and is written in present tense or historic present. Because summaries should be significantly shorter than the original, minor facts have to be left out. However all major conclusions should remain. In summaries only indirect speech is used and depictions are avoided. Summaries of books or dissertations present the major facts in common scientific language and should be about from a half up to one page long.

A person has to do the following things to write s summary:

- To read the text attentively;
- To formulate the main statement;
- To reread the text and underline important ideas and arguments according to the main statement;
- To introduce the author and title of the work in the opening sentence;
- To mention the important facts in chronological order.

If a person is going to write a summary he has to know some requirements concerning writing them:

- 1) The volume of a summary is from 500 to 2000 symbols;
- 2) A logical structure should be kept.

It is also necessary to take the language peculiarities into consideration:

- To give the main ideas and facts of the original simply and in brief;
- To avoid repetitions;
- Not to repeat the title of the original;
- To use the same terms as in the original;
- To use the accepted abbreviations and shortenings;
- To avoid using adjectives, adverbs, introductive words a lot;
- To use word combinations helping to organize structure of summaries;
- To use key-patterns.

Each summary has a certain structure. It consists of several parts:

1. The introduction. It is the stage where a reader faces the problem.
2. The body. It expresses the main facts and problems of the original document.
3. The ending. It gives recommendations for a definite group of readers.

Usually a person begins to write a summary from the compression of information stated in the original. It's a difficult process which consists of three main steps:

- 1) It's necessary to express the main facts using the minimum of the original paper.

- 2) It's necessary to follow the main ideas of the original.
- 3) It's necessary to find some extra information about this problem.

The compression can be done in two ways.

The first one is a process of diminishing the quantity of the original information.

The second one is a process of keeping information completely.

The first type of compression is divided into two variants: 1) The omission of details;

2) The generalization of the rest.

The second type of compression is divided into two types as well.

The first one is a combination.

A combination is a way of organizing the text when two or more sentences are combined in one short construction where the same components are used once.

E.g. 1. It takes only one number to describe a scalar quantity. It takes several numbers to describe a scalar quantity. It takes several numbers to describe a vector quantity. It takes only one number to describe a scalar quantity and several – a vector one.

The second one is a substitution.

A substitution is a way of organizing the text when a part of the text is substituted by shorter one keeping the minimum of information of the original.

E.g. 1. He made up his mind to start the construction of another device. He decided to start...

2. The methods of multiplication of fractions in algebra are identical with those in arithmetics.

Compression of the original text is the first step of writing summaries.

The next one is making a logical plan of the text. A person looks through the text and finds the most important sentences. It's also necessary to pay attention to the language of writing summaries. A mention should be made about key-patterns usually used while writing them. They perform different functions. The key-patterns or speech models (stereotypes) make process of communication simpler, help not to waste translator's time and to organize his ideas better.

There is a classification of key-patterns according to their tasks. It's built on the basis of notions. Usually there is a general notion and a lot of notions connected to them.

Key-patterns for writing summaries:

The article deals with . . .

As the title implies... the article describes ...

The paper is concerned with...

It is known that...

It should be noted that...

The fact that... is stressed.

A mention should be made...

It is spoken in detail about...

It is reported that

The text gives valuable information on...

Much attention is given to...

It is shown that...

The following conclusions are drawn...
The paper looks at recent research dealing with...
The main idea of the article is...
It gives a detailed analysis of...
It draws our attention to...
It is stressed that...

Another popular form of secondary sources of information is a report or a review. A *report* is a brief interpretation of the content of the original in a written form or orally. It also has particular features:

1. It gives a reader an objective idea of the original source.
2. It presents the main facts of the original.
3. It represents some peculiarities of it.
4. It shows many questions of the original.
5. It helps to get rid of making a full translation of the text.

Written reports are documents which present specific, focused contents – often the result of an experiment, investigation, or inquiry – to a specific audience. The audience may be public or private, an individual or the public in general. Reports are used in government, business, education, and science. Reports often use persuasive elements, such as graphics, images, voice, or specialized vocabulary in order to persuade that specific audience to undertake an action. One of the most common formats for presenting reports is IMRAD: Introduction, Methods, Results and Discussion. This structure is standard for the genre because it mirrors the traditional publication of scientific research and summons the ethos of that discipline. Reports are not required to follow this pattern, however, and some do use the problem-solution format. Additional elements often used to persuade readers include: headings to indicate topics, to more complex formats including charts, tables, figures, pictures, tables of contents, abstracts, summaries, appendices, footnotes, hyperlinks, and references. Some examples of reports are: scientific reports, recommendation reports, *white papers*, *annual reports*, auditor's reports, *workplace reports*, *census reports*, *trip reports*, *progress reports*, *investigative reports*, budget reports, policy reports, demographic reports, credit reports, *appraisal reports*, inspection reports, military reports, *bound reports*, etc. With the dramatic expansion of information technology, and the desire for increased competitiveness in corporations, there has been an increase in the use of computing power to produce unified reports which join different views of the enterprise in one place. Termed **Enterprise Reporting**, this process involves querying data sources with different logical models to produce a human readable report. A computer user has to query the Human Resources databases and the Capital Improvements databases to show how efficiently space is being used across an entire corporation. Enterprise Reporting is a fundamental part of the larger movement towards improved Business Intelligence and Knowledge Management. While reports can be distributed in a printed form or via email, they are typically accessed via a corporate intranet. A **technical report** (also: **scientific report**) is a

document that describes the process, progress, and or results of technical or scientific research or the state of a technical or scientific research problem. It might also include recommendations and conclusion of the research. Unlike other scientific literature, such as scientific journals and the proceedings of some academic conferences, technical reports rarely undergo comprehensive independent peer review before publication. Where there is a review process, it is often limited to within the originating organization. Similarly, there are no formal publishing procedures for such reports. Technical reports are today a major source of scientific and technical information. They are prepared for internal or wider distribution by many organizations, most of which lack the extensive editing and printing facilities of commercial publishers. Technical reports are often prepared for sponsors of research projects. Another case where a technical report may be produced is when more information is produced for an academic paper than is acceptable to publish in a peer-reviewed publication; examples of this include in-depth experimental details, additional results, or the architecture of a computer model.

There is another classification of reports: *an informative report* and an *indicative report*.

An informative report or a *report – précis* contains all the main ideas and facts concerning with the methods of research and an equipment used in this research. It's the most popular form of a report. An indicative report shows the ideas connected with the theme of the original.

Reports can be classified according to the quantity of the literature used for making reports.

A *monograph report* is a report made on the basis of one original source.

An *illustrative report* is a report made on the basis of three or more sources.

A report has particular parts. It consists of three parts.

1) The first part is a bibliographical description of the original source. When a report contains many abbreviations or acronyms, they may be listed with their definitions before the body of the report, even though they must be explained in the text when first appearing unless they are standard units of measurement. Only standard abbreviations shall be used since non-standard abbreviations can be extremely confusing.

2) The second part is the body of the report. The body or the core of the report shall be structured according to its content and complexity. The core of report represents the main part of the document and shall permit the reader to understand its content (theory, methods, results). Topics should be presented in logical sequence. The structure of the core depends on the type of the document itself (handbook, research protocol, progress report, etc.). The instructions to authors can show different levels for titles but it is up to the author to decide how to organize it. Figures and tables essential to the understanding of the text are included in the core of the report, but when information is too detailed (i.e. many tables or figures on the same subject) as to interrupt the flow of the text, it should be presented in appendices, which may

contain also extra or supplementary materials. The text usually repeats all the data included in the tables or illustrations.

3) The third part is the additional information and notices. Appendices are not essential in every report. They can be identified by consecutive letters (Appendix A, Appendix B, etc.). They are used to present material that is necessary for completeness which can interrupt the flow of reading if inserted in the core of report or material that is not of interest for the general reader, but only for a specialist in the definite field. References in appendices are treated independently of those reported in the body of report and are listed separately at the end of each appendix. Non textual material generally defined as illustrations (tables, graphs, maps, photographs, flowcharts, drawings, etc.) plays a significant part in the presentation of concepts explained in the text and should be carefully organized. Illustrations summarize and emphasize key points, improve clarity and reduce narrative length. They are both an integral and independent part of the text. They offer some useful visual aid to the reader and are a time-saving writing tool. In the text they may be defined as:

- 1) Tables (logically organized sequences of numbers or words);
- 2) Figures (every illustrative material that is not a table).

The choice between tables or figures depends on which elements are intended to be focused (a table points out results, a graph promotes understanding of results and suggests interpretations of their meaning and relationships; graphs shall be used as an alternative to tables with many entries without duplicating data in graphs and tables). Non textual material should be limited to that supporting the text and pertinent for the understanding of the study described. Each item can be numbered consecutively (Table 1, Figure 1) in the order of its first citation in the text, followed by a brief title. Illustrations can be cited in the text and placed soon after their citation (and not before) or included in appendices if they are so detailed as to interrupt the flow of reading. If data included in illustrations are from other published sources, permission can be obtained by the copyright owner (except for documents in the public domain) and the original source shall be fully acknowledged. Use of colours for illustrations should be checked carefully. Tables are used when the attention of the reader is focused on data and not on trends of data. They capture information concisely, and display it efficiently; they also provide information at any desired level of detail and precision. Including data in tables rather than text frequently makes it possible to reduce the length of the text. Oversized tables should be avoided. A table is a matrix containing rows and columns of data which must be homogeneous. Each column has a short heading guiding the reader in understanding the table content; each cell must contain data (in case of missing data it can be indicated by special marks or letters). Authors should place explanatory matter in footnotes (not in the heading), which might contain also the explanation of non standard abbreviations. Figures usually include relevant information needed for evidence, efficacy or emphasis. They should be made as self-explanatory as possible using legends, when necessary. Figures are suitable for printing (i.e. either professionally drawn and

photographed, or produced as photographic quality digital prints in JPEG or GIF formats). Although some organizations may help authors of technical reports to redraw figures, in most cases there is no editorial support and authors should be aware that the final printing quality depends on that of their original figures. Letters, numbers, and symbols should therefore be clear and even throughout. If photographs of people are used, either the subjects must not be identifiable or authors must obtain a written permission to use the photographs.

The text of the report has three parts:

1. The introduction. It shows the aim, the main tasks and the methods of research. It provides the context or background for the study and should state purposes, basic procedures, main findings, and principal conclusions. It emphasizes new and important aspects of the study or observations.
2. The descriptive part. It gives data of the subject of research, of its characteristics and peculiarities. It begins from the main idea of the original.
3. The conclusions. They give the results of research and represent the main deductions. Sometimes deductions of the writer are not represented. Conclusions represent the clear presentation of the deductions made after full consideration of the work reported in the core of the report. They may include some quantitative data, but not too many details. They may also contain recommendations for further actions as a direct result of the study described.

There are some rules for making reports:

1. The length of the report depends on the original source and is about 1/8 of information of the text.
2. Reports don't represent a lot of proofs and discussions.
3. They don't express person's estimation and his own opinion just fixes the information of the original.
4. Information is given briefly due to usage of terminological vocabulary, tables, figures, formulae.
5. The style of the original is kept. It means the necessity of using author's language.
6. You should keep the simplicity of the interpretation.
7. It is necessary to keep the subject narrow.
8. Copying a sentence you should do it exactly using quotation marks around it.
9. It is necessary to interpret author's ideas in logical order.
10. There are a lot of tables in technical reports.
11. A lot of key-expressions are used for writing reports.

Key-expressions for writing reports:

- 1) The general characteristic of the article is ...
- 2) The paper (article) under discussion is intended to describe
- 3) The article is intended to explain the advantages of ...
- 4) The paper under discussion is intended to examine ...
- 5) The article surveys ...

- 6) The tasks of the author ...
- 7) The author outlines ...
- 8) The author points out ...
- 9) The writer reviews the problems of ...
- 10) The authors review ...
- 11) The value of the results ...
- 12) The results obtained confirm...
- 13) The results show the importance of the problem of ...
- 14) The results lead to ...
- 15) The paper summarizes...
- 16) In summing up to author...
- 17) At the end of the article the author sums up...

While making reports people should follow the definite sequence of actions:

1. You look through the text quickly to catch the main ideas.
2. Then you read the text more attentively to understand unfamiliar words according to the context or using a dictionary.
3. Then you analyze the text and divide your material into groups:
 - a) The main facts which are necessary to reprint in your report;
 - b) Secondary information interpreted in brief;
 - c) Unnecessary information.
4. You organize your ideas clearly beginning from making the plan of your report.
5. You end up your report with the bibliography.

While writing your bibliography keep a record of their titles.

- E. g. 1) (book) Henderson Richard, Sea Sense, N. Y., Association Press, 2002 (you can use an abbreviation for the name of the famous cities).
- 2) (magazine) Emmett I, "Watch the weather and the gas", Outdoor life, volume 153, April 2004 pp 36.
- 3) "Motorboats", Encyclopedia American, vol. 19, pp 518-519.

If a person uses both original sources in his own language and foreign ones, he has to begin his bibliography from the sources in Russian organizing them in alphabetical order. Foreign sources of information are usually given after that.

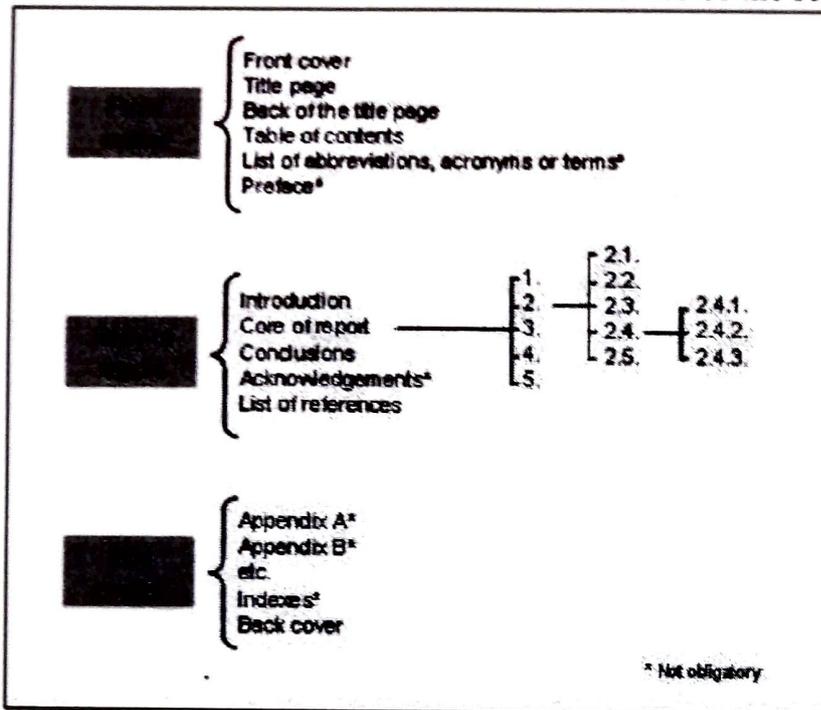
People should avoid making typical mistakes in writing reports:

- 1) Not to use a lot of information of the original;
- 2) Not miss the main ideas and facts;
- 3) Not to change the facts;
- 4) Avoid using their own ideas;
- 5) Not to use a lot of adjectives and adverbs.

Reports should be easy to edit as well as easy to read and understand. Therefore producers are strongly recommended to issue instructions to guide authors in the production of a formally correct document – ready to be distributed – containing indications for formats and styles, illustrations, etc. Reports may be produced at

different levels, in some cases inside the institution there is an editorial office dealing with publications in general and therefore also with GL, in other cases reports are issued without editorial support. Instructions to authors should provide a standard report structure. Issuing organizations may also provide a checklist to help authors in the production of a correct document.

The main structure of the report



Summaries have some peculiarities and differences from reports (reviews):

- 1) They give very brief information of the original. They are shorter than reports.
- 2) They don't retell the content of the original paper.
- 3) They don't elucidate the quantity of facts given in the report.
- 4) They don't give any conclusions in comparison with reports.
- 5) The quantity of key-patterns is smaller in annotations than in reports.

Each person has to take into consideration a lot of things if he is going to write a summary or a report to avoid typical mistakes.

Glossary:

1. Bibliographical description – библиографическое описание
2. Summary – конспект
3. Survey – обзор
4. Reference summary – ознакомительный конспект
5. Summary of recommendation – рекомендательный конспект
6. Informative report – обзорный доклад/реферат
7. Indicative report – демонстративный доклад/ реферат
8. Monograph report – монографический реферат
8. Report – précis – резюме, краткое изложение

9. White paper – авторитетный доклад; подробный доклад
10. Annual report – годовой доклад
11. Workplace report – производственный доклад
12. Census report – отчет о результатах переписи
13. Trip report – отчет о поездке
14. Progress report – отчет о выполнении работ
15. Investigative report – отчет о следствии по делу
16. Appraisal report – отчет об оценке
17. Bound report – несвязанный отчет
18. Scientific report – научный доклад
19. Body – основная часть
20. Conclusions – выводы
21. Introduction – вводная часть
22. End matter – справочный аппарат
23. Front matter – вступительная часть