



The excerpt

What is it?

An abridged summary of the most important aspects of a text (can also contain important quotations).

Why do you write an excerpt?

- As a memory aid or to be able to incorporate the information you have read into your own text later.
- To better understand the text.
- To detach yourself from the original text and be able to reproduce it in your own words.
→ The excerpt must be so precise that the original text is no longer needed.

Procedure:

1. Read:

Highlight important information

Divide the text into sections and provide them with headings

Look up unfamiliar technical terms

2. Reading and excerpting:

a) Variation 1

Franck, Norbert (2003): Fit fürs Studium. Erfolgreich reden, lesen, schreiben, 6. Aufl. München.

p. 25 *Scientific development and gender relations*

- Scientific progress has not been accompanied by an unprejudiced view of the sexes ...

p. 26 *Women and science - today*

- It is still difficult for women to pursue a career than for men.
- „Hardly any civilised country can afford ... such disregard for female abilities and life plans as German science.“

If the quote is not from the author of the main text, the source must be noted

Citation: Daxner, Michael (1996): Ist die Uni noch zu retten?, p. 121.

Note the page number for the citation

Author/Title

Headline of the paragraph and detailed summary in your own words

Mark important quotations as literal quotations!!





b) Variation 2

<p>Author Title Bibliographical reference</p> <p>Franck, Norbert (2003): Fit fürs Studium. Erfolgreich reden, lesen, schreiben, 6. Aufl. München.</p>	<p>General keyword for the book/ Page numbers of the excerpt pages</p>		
<p>Excerpt text ...</p> <p>It is still difficult for women to pursue a career than for men.</p> <p>...</p>	<p>Page number</p> <p>26</p>	<p>Own commentary</p> <p>Prove with study XY</p>	<p>Content-related keywords</p> <p>Injustice at work</p>

