

Summarising

Reading and understanding a large amount of text can be very overwhelming and time consuming. You might find that using an AI tool to help provide a summary is an effective way of getting to the key points of the text and from there you can delve deeper into it.

Example

You're doing some reading around the presentation of nature in the novel *Wuthering Heights*. You find a lot of papers quickly (it's a very popular book!) but are struggling to see which are more relevant so you don't know where to start.

You ask an AI tool to provide summaries of a selection of the papers. You might use a tool built into a web browser or one where you can attach a file or piece of text. The AI tool outputs a bullet pointed list of the key points raised in each article.

Using this information, you can get a better understanding of which articles and papers are more relevant to what you are looking for. You use this information to decide which to read in full first.

You've used the summaries to prevent yourself being overwhelmed by the amount of information available, but you haven't relied on the information in the summaries alone.

Suggested tools:

Text generation tools e.g., Microsoft Copilot, ChatGPT, Google Gemini, Perplexity

Prompt suggestions:

Summarize the following text in two paragraphs focusing on [your key focus]

Please provide a summary of this article in no more than 5 bullet points

What are the key points of this article – reduce it to just 3

Tips:

You can play around with the kinds of summaries you ask for – tell the AI tool what your focus is for the summary if you have one. For example, if you are looking at an article because you are researching environmental issues then ask for summary of what the text says about the environment specifically.

When inputting any information remember to be sure not to include personal information.