Summarizing Minutes - Introductory Remarks

How to Write Summarizing Minutes

WHAT ARE SUMMARIZING MINUTES?

Summarizing minutes are used as a **record of results** of speech events, i.e. of spoken text originals, whether they be monological or dialogical. They are intended
- to transmit the **main results** of what is said in a situation,
- to illustrate briefly **how** these results were achieved and supported, and
- to present them in some **logically convincing order**.

When written as a result of **classroom** discussions, summarizing minutes must especially contain references to **items postponed** for later discussions and the **homework** set.

HOW TO PROCEED

(1) **Listen** carefully to the speech/discussion,
(2) **take notes** of the important facts, arguments etc.,
(3) **arrange** the recorded material,
(4) if necessary, **check** your notes against the text discussed or works of reference, and
(5) **write** your summarizing minutes on the basis of the recorded text material.

ADDITIONAL REMARKS

Summarizing minutes are usually written from the **non-personal** or **personal third-person point of view**, combined with the **temporal point of view of the present tense group**, i.e. an **objective** point of view. They introduce summary presentation for scenic presentation and, usually, monological communication for dialogical communication.

For summarizing minutes in semi-public situations (e.g. in the classroom or seminar) the **situational heading** may be reduced to a brief headline, followed by a list of topics:

> *Author, Title*
> *(subtitle)*
> *Date*
>
> *(1) subtopic 1*
> *(2) subtopic 2*
> *(3) ...*

The numbers of the subtopics or the numbers and the subtopics themselves are later taken up again in the *body of the text* to mark the beginning of paragraphs or sections.

Another, slightly **less formal** introduction is a formulaic situational introduction, which usually opens with a verb in the past tense.

*On ... the class **analysed**/**discussed** ... It **deals** with/**introduces** the reader to ...*