

A Guide to Summaries in Business, Economics and Law

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Introduction

This book is meant to be a guide for non-native speakers of English who wish to improve their writing skills, in particular their summarizing skills in the fields of economics, business and (marginally) law.

The language which will be taught in this handbook is English as a lingua franca; hence, the language used as a means of communication all over the world and, most of all, in Europe.

In order to do so, real articles dealing with the topics above mentioned will be sourced from the following European Commission press release database:

<http://europa.eu/rapid/search.htm> .

In particular, the reader will be requested to read an article and complete some comprehension tasks, or read a summary written by university students and learn by noticing recurrent writing mistakes.

The methodology followed in this handbook will be as follows: articles will be sourced from the link above mentioned. In the first Chapter, students/readers will be asked to complete comprehension tasks, in order to get acquainted with the language of business, economics and law. In the second Chapter, real summaries (with recurrent mistakes) will be proposed and corrections will be indicated. In this way, students will learn by focusing on how summaries should be organised and, at the same time, by avoiding the most recurrent mistakes they would tend to make. The third part of this guide is dedicated to the Solutions to all Exercises; whereas the fourth is a grammar appendix.

The level of knowledge tackled by this handbook is between B1 and B2 (intermediate and upper-intermediate).