

# How to Summarize

*Read the following passage and summarize it using the steps below.*

Convenience stores in Japan are not only retail stores; they meet people's needs by offering banking, postal, municipal and other services. The best point about *konbini* is that they are open 24 hours. Their services allow busy people to pay utilities, social security, insurance, and other commercial bills after office hours and one the weekends. Furthermore, in some cities, residents can get official resident certificates (*juminhyo*) and can access information from municipal offices at *konbini* chains. Besides, most convenience stores have an ATM, a fax machine, and a package delivery service for customers to use. The popularity of convenience stores is supported by these services and their constant availability.

- STEP 1:** Read the passage and highlight the main points.
- STEP 2:** Underline the shared language and circle the words you can replace with synonyms in the underlined parts of the passage.
- STEP 3:** Summarize the passage. Change the sentence structure and word order in your summary.
- STEP 4:** Make sure the summary is shorter than the original passage.

**SUMMARY:**