Appendix 2

ChatGPT: Features and characteristics of a good summary

Remember that the specific features and characteristics of a good summary may vary depending on the type of content being summarised and the intended audience. However, these guidelines generally apply to most types of summaries.

1. **Conciseness**: A good summary is concise and focuses on the main points, capturing the essence of the original content without unnecessary details.

2. **Clarity**: The summary should be clear and easy to understand, using clear language and avoiding jargon or technical terms that may be unfamiliar to the intended audience.

3. **Accuracy**: A good summary accurately reflects the key ideas and main arguments of the original content, without distorting or misrepresenting the information.

4. **Objectivity**: The summary should be objective and unbiased, presenting the information in a neutral manner without personal opinions or biases.

5. **Coherence**: The summary should be logically organized and coherent, with a clear flow of ideas and connections between different points.

6. **Completeness**: While a summary is shorter than the original content, it should still provide a comprehensive overview, covering the main topics and important details.

7. **Independence**: A good summary should be able to stand alone, independent of the original content, conveying the main ideas and message without requiring the reader to refer back to the original source.

8. **Engaging**: Although brevity is important, a good summary should still be engaging and capture the reader's interest, using language and style that is compelling and informative.

9. **Purposeful Selection**: A good summary selects the most relevant and significant information from the original content, focusing on the key points that best represent the overall message or argument.

10. **Contextualization**: Depending on the type of summary, it may be helpful to provide some contextual information to help the reader understand the significance or relevance of the content being summarized.