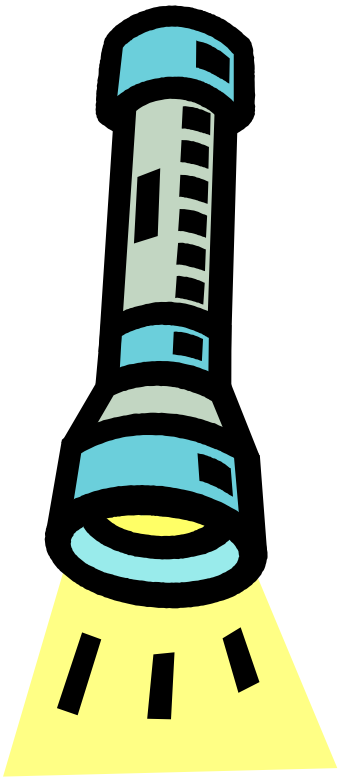
SUMMARIZING



- Tell what's important
- Tell it in your own words
- Tell it short