

Find the main idea and major supporting details for these paragraphs, then use them to construct a summary.

Paragraph 1

Height connotes status in many parts of the world. Executive offices are usually on the top floors; the underlings work below. Even being tall can help a person succeed. Studies have shown that employers are more willing to hire men over 6 feet tall than shorter men with the same credentials. Studies of real-world executives and graduates have shown that taller men make more money. In one study, every extra inch of height brought in an extra \$1,300 a year. But being too big can be a disadvantage. A tall, brawny football player complained that people found him intimidating off the field and assumed he "had the brains of a Twinkie." (p. 301)

---Locker, K. O. (2003). *Business and administrative communication* (6th ed.). St. Louis, MO: Irwin/McGraw-Hill.

Main idea: Height connotes status in many parts of the world.

Major details:

Even being tall can help a person succeed.
Executive offices are usually on the top
being too big can be a disadvantage

Possible Summary

Though height may suggest slowness to some people, in the business world, it is almost universally associated with success. For example, taller men are more likely to be hired and to have greater salaries. Further, those in top positions within a company are more likely to work on the top floors of office buildings (Locker, 2003).

Paragraph 2

Knowing how to argue is a useful skill. We use it on ourselves in order to arrive at decisions; we use it with others as we discuss business strategies or policy changes on committees, as members of the local PTA, a law office, an environmental action group; we use it as fundraisers for a cause, like saving whales, we use it in applying for foundation grants and in drafting a letter to the editor of our hometown paper; we use it when we discuss child abuse, toxic waste, tax cuts, pothole repair, working mothers, and university investment policies. Our ability to express opinions persuasively—to present our views systematically as arguments—will allow us to make some difference in public life. If we lack the necessary skills, we are condemned to sit on the sidelines. Instead of doing the moving, we will be among the moved; more persuasive voices will convince us of what we must do. (pp. 222-223).

Main idea:

Knowing how to argue is a useful skill.

Major details:

“We must use it on ourselves in order to arrive at decisions”

“we use it with others”

“Our ability . . . will allow us to make some difference in public life”

Possible Summary

The ability to argue is valuable because we use it for so many reasons: both to make choices for ourselves and to persuade others. Without this ability to argue, we lose our power to affect change (Hall & Birkerts, 1998).