Gilly Salmon's Weaving Tool for online discussion postings.

How to summarise:

1. Collect all the relevant messages up into one document
2. Thank and praise the participants who contributed
3. Look for 3-4 key themes from the contributions and precis them in a sentence or three (maximum)
4. If you wish , highlight individual participant's contributions that add fresh ideas or look at the topic in an interesting way
5. Add your teaching comments or critique, point out omissions, other perspectives or applications, make reference to further literature or ideas
6. Add a further short example of your own if necessary
7. Shorten the sentences, delete all unnecessary material, end with congratulations, praise or a positive note of some kind
8. Add a question or reflection for further consideration, if appropriate
9. Add further reading or follow up if appropriate (preferably electronic)
10. Post message on the message forum with a really good, short title.

http://www.sddu.leeds.ac.uk/uploaded/learning-teaching-docs/teachtalk/14-2-2006/handoutsGillyFeb06.pdf