

Writing Summary-Steps to Follow

A summary is shorter than the original text. When you write a summary, you report-in your own words-only the most important information.

1. Read the text once. As you read, underline the important facts and write notes.
2. Reread the passage. Check to see if your notes are correct. Adjust if needed.
3. Use your notes to write the summary. Remember the introduction sentence should restate the author's main idea.
4. Compare your summary with the original. Make sure the summary expresses the same meaning as the original.
5. Check your sentence structures and word choice. Change words and sentence structures if too similar.

Use the structure below to format the summary.

Introductory Statement: In (*title*) , author (*name, if given*)

1st point/body: How, what or when?

Topic sentence:

Explanation and examples:

2nd point/body: How, what or when?

Topic sentence:

Explanation and examples:

Concluding sentence/paragraph: What does the reader have to do or know now?
