

Writing a Summary

1. Read the text to be summarized and be sure you understand it.
2. Note the major points.
3. Write in your own words, use paraphrase when writing a summary. If you do copy a phrase from the original, be sure it is a very important phrase that is necessary and cannot be paraphrased. In this case put "quotation marks" around the phrase.
4. Start your summary with a clear identification of the type of work, title, author, and main point.
5. Check with your original to make sure you have covered the important points.
6. Never put any of your own ideas, opinions, or interpretations into the summary.
7. Write using "summarizing language." Periodically remind your reader that this is a summary by using phrases such as *the article claims*, *the author suggests*, *etc.*

7.1. For the opening sentence you might use one of the following:

This is an article about _____.

This passage reflects the opinion of _____ about _____.

This story expresses the thoughts of _____ concerning _____.

This is a book written for _____ about _____.

7.2. Add sequential markers:

First

Next

Then

In addition

In the section which follows

After this

Finally

Lastly

Moreover

In conclusion