

Suggestions for writing summaries

1. Read the entire text
2. Identify and define any words or phrases that you don't understand
3. Re-read the text trying to identify the overall focus and the main points
4. Underline or mark the passage: circle or bracket main points and key terms, connect related ideas with lines, write main ideas and questions in the margin
5. Without looking at the text, try to form a mental outline of the most important points.
6. In your own words, write the focus and the main ideas. You do not need to write them perfectly the first time. Try to generate phrases and sentences you can use in your summary. .
7. Look over what you have written and organize the material so that it states the overall focus first and then relates the supporting ideas.
8. Write your summary.
9. Re-read your summary, your notes and the text to check whether you have correctly identified the overall focus and the main points.

Tips--

- Acknowledge the author's point of view
- make sure to identify the overall focus -- don't get stuck in the first sentence or a particular example
- do not summarize examples or illustrations -- state the point(s) the author makes through using the example
- use and define key terms/ideas
- **do not quote from the text** -- use your own words
- stick to information stated in the article -- avoid offering analysis, personal opinions, or examples from your personal experience
- your summary should be shorter than the original text -- if it is not, make sure you have not included examples or outside material
- proofread