

# How to Write a Summary

*What is a summary?*

- A condensed version of a reading
- Only includes the most important concepts or ideas
- Written in your own words with a minimal use of direct quotes

## What are the priorities in writing a summary?

Accuracy

- o Did you report the author's ideas accurately?

Completeness

- o Did you include all the key points or main ideas?

Emphasis

- o Did you replicate the importance the author placed on certain ideas?

## When you are reading, focus on...

The thesis or overall main idea

- o If possible, paraphrase in your own words.

The sections into which the paper is divided

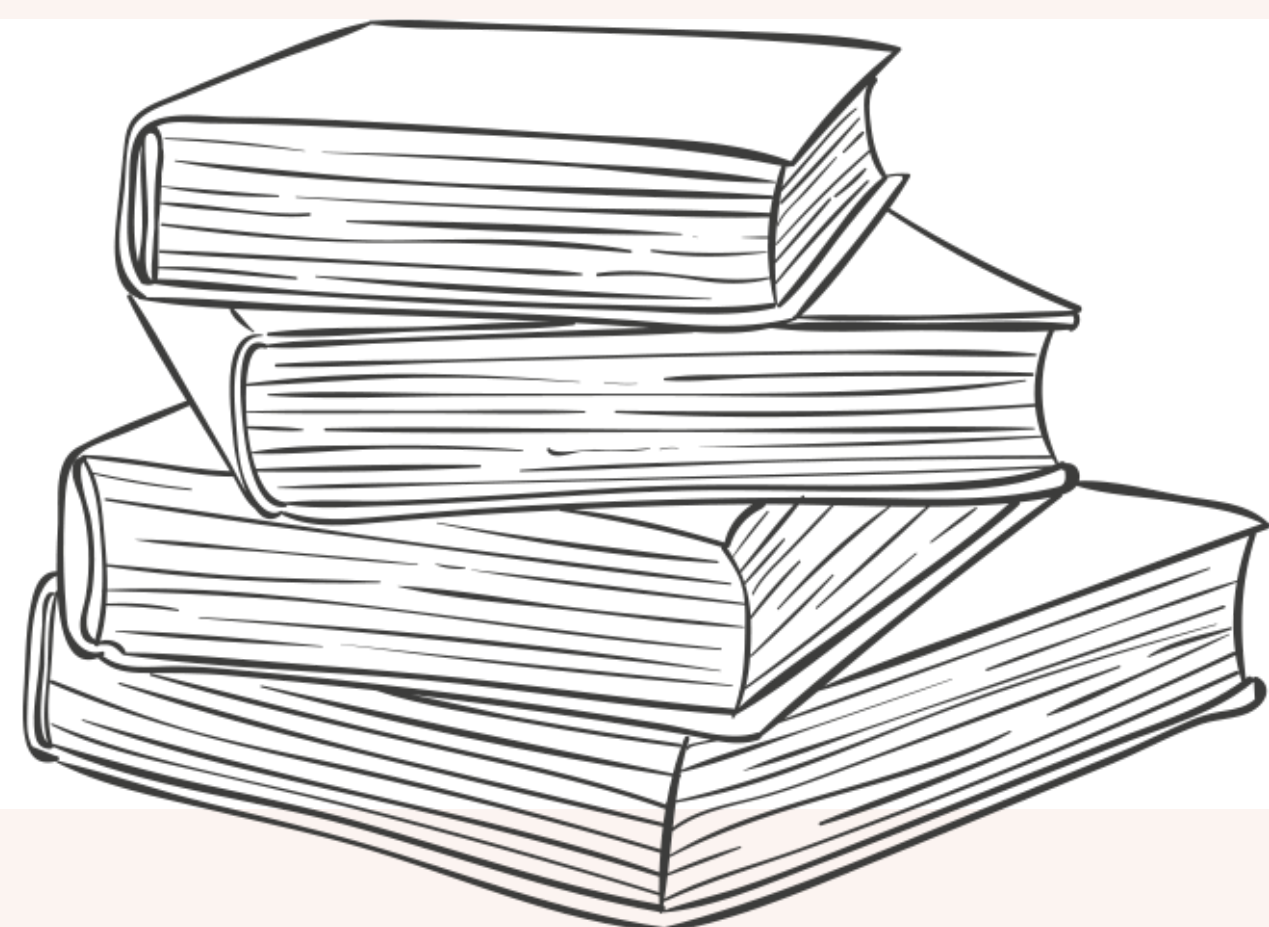
- o Identify the sections or divisions that the author used to organize the work.

The support used to back up the author's key points

- o Take note of what the author used to support his/her statements, e.g., the most important examples, arguments, statistics etc.

## Three tips for writing a summary:

- In the first sentence, identify the author, the title of the work, and the thesis statement.
- Write in paragraph form with clear transitions between major points.
- Organize the ideas in the same order as the original.



## What to avoid when writing a summary:

Repetition of similar ideas

- Minor details (e.g., examples, anecdotes, descriptions, statistics, and dialogue)
- Direct quotes (unless there is no other way to give the information)
- Digressions from the main points
- Your own personal opinions or comments on the subject