

## WRITING A SUMMARY

What belongs in a summary?	What doesn't belong in a summary?
<ul style="list-style-type: none"> <li>○ the title and author</li> <li>○ the author's purpose</li> <li>○ the author's central idea</li> <li>○ how the author supports that idea (describing personal experience, providing facts, making a comparison, telling an anecdote, etc.)</li> <li>○ the key ideas and reasoning that support the central idea</li> <li>○ the author's concluding point</li> <li>○ <b>the author's ideas in your words</b></li> </ul>	<ul style="list-style-type: none"> <li>○ minor details</li> <li>○ your opinion</li> <li>○ sentences copied from the text</li> </ul>

### Reporting Verbs that can help you state an author's ideas:

states	points out	describes	mentions	claims	informs us
notes	explains	suggests	shows	compares	argues

### Answer the following questions to help write your summary:

1. What is the **title**? Who is the **author**? What is the author's **purpose and topic**? (Answer in one sentence.)
2. What is the author's **central idea**?
3. How does the author **support** his/her idea?
4. What **key ideas** support the central idea? (Write one sentence per key idea. Follow the author's reasoning and order.)
5. What **point** does the author make in the conclusion?

### Formulaic Summary

**In** \_\_\_\_ (title) \_\_\_\_, (author's name) \_\_\_\_ (purpose) \_\_\_\_ (topic) \_\_\_\_. **He/she states that** \_\_\_\_\_ (central idea) \_\_\_\_\_. (Author's name) **supports this idea** **by** \_\_\_\_ (writing strategy/ types of details) \_\_\_\_\_. **She/he** (reporting verb) \_\_\_\_ (first key idea) \_\_\_\_\_. **He/she then** (reporting verb) \_\_\_\_ (second key idea) \_\_\_\_\_. ... (Author's name) **concludes by** (reporting verb) **that** \_\_\_\_\_ (concluding point) \_\_\_\_\_.