

## Writing a Summary

Writing an effective summary requires that you read with the writer's purpose in mind, underline with summarizing in mind, and write, revise, and edit to ensure the accuracy and correctness of your summary.

### Reading with the writer's purpose in mind

- Read the article carefully (looking only for what the writer is saying).
- Write down in one sentence the point that is made about the subject.
  - Make sure that this point corresponds with the author's thesis.
  - Make sure that your thesis is slanted toward the writer's major point.

### Underlining with summarizing in mind

- Make sure that you clearly understand the writer's major point (or purpose) for writing.
- Reread the article and underline the major points that support the thesis.
- Underline words or phrases here and there rather than complete sentences.
- Underline key transitional elements which show how parts are connected.
- Leave out specific details, examples, description[s], and unnecessary explanations.

### Writing, revising, and editing to ensure accuracy and correctness

- Start your paper with a sentence naming the writer, article title, and the essay's main idea
- Write your summary, making sure not to leave out anything important
- Be concise
- Conclude with a final statement reflecting the significance of the article -- not from your own point of view but from the writer's.
- Throughout the summary, do not insert your own opinions or thoughts; instead, summarize what the writer has to say about the subject