

How to Summarize



A summary is a brief description of text or situation that communicates the main concept and important events. A summary:

- Should be in the form of a paragraph
- Should be written in present tense
- Begins with an introductory sentence that includes the title and author of the text, as well as its main point
- Identifies, in order, the facts or evidence with which the author supports the main point
- Should be written in your own words
- Contains only ideas that are in the original text, no opinions
- Conclude with a sentence that rephrases the main point.

DIRECTIONS: Read the assigned text. Write a 3 to 5-sentence summary of the text. Use the checklist above to check your summary.
