## SAMPLES of SUMMARIES

1. Introduce author and title (spelling correctly and with proper citation information) in the first sentence and/or paragraph.

Thomas Hine's essay "What's in a Package?" explores the importance of packaging products and the effects that such packages have on consumers and ultimately all of society.

2. Refer to the author to clarify that it is his/her thoughts and not your analysis of the writing.

The author makes a point of comparing the supermarkets of today to the more traditional marketplaces in order to show us how packaging for modern consumerism has contributed to a less personal shopping experience.

3. Avoid referring to yourself (I, we, us). That will seem as if you automatically agree with Hine. Refer to the essay as separate from yourself, like an observer.

Another thing Hine makes <u>us</u> note is how packaging creates a bond of familiarity with products <u>we</u> constantly purchase.

Rewrite this sentence:

4. Punctuation goes inside quotation marks.

According to Hine, packaging is not only used to preserve and to hold products but to give them "personality."

- 5. Additional Points:
  - Create an original title.
  - Indent 5 spaces to indicate a new paragraph (don't skip lines between paragraphs).
  - Avoid contractions.
  - Avoid sentence fragments
  - Read and follow instructions.