## **CHECKLIST FOR WRITING A SUMMARY**

 Read the title and subtitle of the original: do these state its main idea?
 Carefully read the original, underlining and jotting notes for yourself.
 Determine the author's thesis or main idea.
 Find the author's main supporting points. Subheads, sentences and the first and last paragraphs of the original may help you locate key points.
 Now write your topic sentence, stating the author's thesis and giving the title, source and publication date of the original.
 In your own words, jot down the author's most important supporting points, following his or her order.
 Write your draft summary, skipping lines so that you have room to make corrections.
 Now revise your work, asking yourself, "Will my summary convey to someone who has not read the original, the author's main idea and key supporting points?"
 Proofread and type a final draft of the summary. Give a title for practice.