

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.