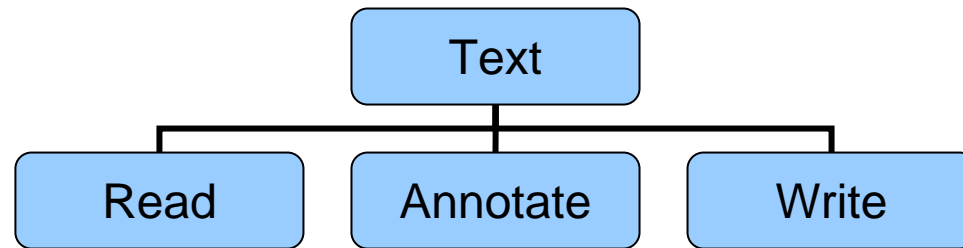


# How to Write a Summary



# Why write a summary?

- To locate and understand key points from a chapter to study for a test
- To take notes for a research project
- To demonstrate to your teacher your understanding of a text

# Read

- Read the passage carefully and determine the author's purpose
- How is the material is presented ?
  - ✓ description
  - ✓ cause and effect
  - ✓ comparison
  - ✓ sequence of events
  - ✓ persuasive arguments
  - ✓ chronologically
  - ✓ other

# Annotate--Take Notes

- Reread the passage and annotate
  - Use post-it notes. Most of our texts at UMHS are not consumable, so you need to develop some system for taking notes when highlighting or writing notes in the margin is not an option
  - Identify the main points

# Write a Thesis

- One sentence summary of the entire reading
- The central idea of the passage--think rhetorical square
  - For descriptive pieces, consider the subject and the most distinctive features
  - For persuasive pieces, consider the author's conclusion

## Summarize the key points from the text

- Write a one sentence summary for each paragraph or section of the text
- Add significant details from the passages
- Generalize minor details
- Be concise
- Add transitional words and phrases to connect ideas for better understanding

# Other things to remember

- Introduce author or background information
- Use present tense
- Summarize objectively. Do not add your own opinion

# Additional Resources

- <http://www.uwab.edu/esms/sss/article.htm>
- <http://www.flit.udel.edu/lang/french/french205/summaries.html>
- [http://www.gooddocuments.com/techniques/summaryexample\\_m.htm](http://www.gooddocuments.com/techniques/summaryexample_m.htm)