**How to Write a Summary**

A "stand-alone" summary is a summary produced to show a teacher that you have read and understood something. It is common in many 100 and 200 level classes to get assignments that ask you to read a certain number of articles and summarize them. This is also a very common type of writing assignment in graduate school.

**How to produce a summary:**

1.Read the article or watch the video to be summarized and be sure you understand it. Re-watch parts you don’t understand or don’t remember.

2.Outline the article or video. Note the major points. Pull out key phases or important quotes from the speaker.

3.Write a first draft of the summary.

4.Always use paraphrase when writing a summary. If you do copy a phrase from the original be sure it is a very important phrase that is necessary and cannot be paraphrased. In this case put "quotation marks" around the phrase.

5.Target your first draft for approximately 1/4 the length of the original.

**The features of a summary:**

1.Start your summary with a clear identification of the type of work, title, author, and main point in the **present tense**.

Example: In the feature article "Four Kinds of Reading," the author, Donald Hall, explains his opinion about different types of reading.

2.Check with your outline and your original to make sure you have covered the important points.

3.Never put any of your own ideas, opinions, or interpretations into the summary UNLESS REQUESTED BY THE TEACHER. This means you have to be very careful of your word choice.

4. Write using "summarizing language." Periodically remind your reader that this is a summary by using phrases such as *the article claims, the author suggests, etc.*



Gist Note Taking Page

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Who/What/When/Where/How/Why

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Buzz Words/Author Quotes

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My thoughts