



## **Writing a Summary**

### ***Goals of a Summary***

- pull out main ideas
- focus on key details
- use key words and phrases
- break down the larger ideas
- write only enough to convey the gist
- take succinct but complete notes

### ***Pre-Writing Techniques***

- Use titles and subtitles to predict what key ideas may be presented
- Underline important ideas
- Locate the main point of each paragraph
- Rewrite the main ideas of each paragraph in your own words
- Use the main ideas in each paragraph to identify the point of the reading

### ***Writing the Summary***

- Begin by stating the title of the reading and the name of the author
- State the main focus of the reading
- Mention main points from each paragraph
- Indicate connections between main ideas in paragraphs and the main idea of the reading
- Comment on author's point of view or bias
- Mention if the author used other references in the reading