

FREE

Learning to write a SUMMARY

HOW TO WRITE A SUMMARY

A summary is a brief statement or account of the main points of another author, or a piece of work. Learning to write a successful summary can be an invaluable skill for studying purposes, as the process of writing a summary will help you consolidate your own understanding of the things you read and learn.

WHERE DO I START?!

- 1 Read the whole piece through once: from start to finish, without pausing.
This will give you a good overview of the piece - the main topic, key points, angle of the author etc.
- 2 Re-read the piece, this time with a pen or highlighter in your hand. Underline or highlight all of the most important points or phrases.
Try to look for sub-headings, or sentences which introduce new concepts - ignore the smaller details.
- 3 Write out the underlined/highlighted parts, in your own words (this is called paraphrasing).
Try to use all your own words in a summary. However, if you do quote directly, make sure to enclose those words or phrases in quotation marks.
- 4 Write out a thesis statement - one sentence which summarizes the essence of the piece: the main, overarching topic.
This sentence should tell the reader what the whole piece is about. Spend some time writing this, as it is essential.
- 5 Compile your thesis statement, and the list of main points into one fluent paragraph.
Think about writing fluent sentences and linking them together with discourse markers (words such as 'however', 'similarly', 'consequently', etc.)
- 6 Go back to the original piece with your underlined/highlighted parts and make sure that you covered them all in your draft paragraph.
Make sure that you left nothing out! Also, ask yourself if any of the details you included are unnecessary - now is the time to edit them out.
- 7 Edit your summary (grammar and spelling, as well as fluency and content) and then rewrite your final version.
Do not skip this step! The editing process is vital! Perhaps even ask a friend to peer edit, and ask them if it reads fluently.

TIPS & TRICKS

KEEP IT NEUTRAL!
DON'T GIVE
YOUR PERSONAL
OPINION!

A SUMMARY
SHOULD BE CONCISE!
AT MOST, A QUARTER
OF THE LENGTH OF THE
ORIGINAL.

USE ALL YOUR
OWN WORDS
- DO NOT
PLAGIARIZE!

WRITE IN THE
PRESENT TENSE
("THE AUTHOR SAYS...")

SHOW THAT
IT'S NOT YOUR
OWN THOUGHTS BY
REFERENCING: "THE
ARTICLE SHOWS..." /
"THE AUTHOR STATES..."

PLEASE
DON'T FORGET THE AUTHOR
AND WORK. YOU ARE
SUMMARIZING IN
YOUR OWN WORDS.

COMPLETE LESSON PLAN

Fourth Grade Summary Akiak

Sebastian Brünink



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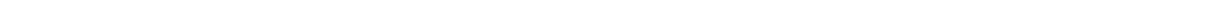
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