

# 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

**Alaska. Dept. of Education**



#### **Fourth Grade Summary Akiak:**

**Alaska Natives** Hobson Dewey Anderson, Walter Crosby Eells, 1973 First published in 1935 by Stanford University Press  
**Pacific Northwest Quarterly**, 1999 *Alaska School Bulletin*, 1935 **Alaska School Bulletin** Alaska. Dept. of Education, 1935  
**Houghton Mifflin Reading**, 2003 Set of selected representative elements of HM reading curriculum materials for fourth grade teacher s edition is incomplete including teaching materials for Theme 1 of the six themes comprising the complete curriculum  
**An Analysis of English Workbooks at the Fourth Grade Level** Katie J. Pierre, 1951  
**Fourth Grade Rats**, 2003-08-01 Time saving tools for reading sucess book summary and author information vocabulary builders comprehension discussion questions graphic organizers and writing activities effective management ideas Cover  
*Fourth Grade in Review* Jan Kennedy, 1999-01-29 An activity book reviewing reading language spelling mathematics social studies and science  
**An Analysis of Selected Fourth Grade Textbooks from the Standpoint of Character Building Situations** Mae Hamilton Bray, 1955  
**An Analysis of Fourth Grade History and Geography Textbooks** Floyd I. Wyrick, 1963

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