

Summary Writing

Steps Before You Write:

1. Read it once and mark the words you do not know.
2. Look up the words you do not know in a [Learner's dictionary](#) and annotate the article – write the meaning of the words and their [synonyms](#) above or below the word you do not know.
3. Read the article again and underline main ideas and key words (thesis, topic sentences).
4. Try to retell the overall message of the entire article to your friend, sibling, classmate, tutor, or yourself without looking at the article. Think about what is the writer's purpose.

Questions to discover the writer's purpose could include:

- a. What type of essay is this (informative, persuasive, narrative)?
 - b. Is the author trying to change my opinion of a subject?
 - c. Is the author highlighting a problem?
5. Read the article again, but now after you read each section – summarize each section into a paragraph and determine one sentence for a quotation you can further explain.

Writing the Summary:

1. You are writing in 3rd person (objectively) – NO first person pronouns (I, We, You), or any added information and your opinion.
2. Your summary must represent the article as it is, just in less and your own words.
3. Do not look back at the article all the time – remove it from your sight while writing.
4. To paraphrase – change the grammatical structures (word or clause order), search for synonyms, focus on the main ideas or concepts – do not add minor details to your summary. Focus on the key ideas in the original then paraphrase them.
5. You should mention the name of the author and the article. Follow the summary writing expectations with using the language such as: According to _____ (author's last name); or, The writer/author explains/describes/questions/lists/provides examples of/_____.

Additional Resources:

[Sample Summary of a paragraph.](#)

[Different Summary Samples.](#)