**Summary Writing**

Characteristics of a Good Summary:

* **Proper Citation** - title, author, date
* **Main Idea Statement** - stated at the beginning; one sentence (thesis statement)
* **Supporting Details** - major points; no specific details and personal opinions
* **Sentence Fluency & Conventions**-must communicate clearly with the reader
* **Length** - 1/3 the length of the original text

Steps in Writing a Summary

1. **Identify the topic of the article** - What is the article about? Consider the title and the introduction to help determine the topic.
2. **Use the topic to create a purpose question** - What is the author's purpose in writing this article? What is the author communicating to the reader?
3. **Read the article**
4. **Reread the article and identify the supporting details -** What specific details answer the purpose question? Underline the supporting details and make a brief note in the margin.
5. **Write your summary** - The first sentence of your summary should identify the title, author, and date of the article followed by the main idea of the article. The rest of your summary should include the supporting details expressed in your own words.
6. **Revise and edit your first draft** - Pay attention to the traits of effective writing (ideas, organization, word choice, sentence fluency, conventions).
7. **Write your final draft.**

Don't write an overly detailed summary. Remember the purpose of a summary is to reduce the original work to its main idea and essential supporting details.