



Summary

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A Summary Is:

- a concise statement of the main ideas.
- an overall outline of the text with a few main details.

A Summary Should Be

- true to the content of the original; you should not include your own thoughts or opinions.
- organized in the same manner as the original.
- written in your own words; you may sparingly quote impressive phrases, using quotation marks to give credit.

Your Goal In Writing A Summary

- is to give someone who has not read the material the main ideas of the text.

Details

- should include answers to question words—who, what, where, when, why, and how.
- are not always necessary. Ask yourself if a detail can be taken out. If it can be removed without confusing the main idea, it should not be included.

To Summarize

- include all important ideas from the original.
- use the same order as the original.
- do not include ideas not contained in the original.
- write the summary in your own words. You may sparingly quote from the original if you use quotation marks.