Summary

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.