**CONTENTS OF A SUMMARY**

**Include: 1. purpose**(what the report, article, book etc. does—the report examines;

the author X discusses...)

**2. essential points**

**3. conclusions/results**

**Leave out: 1. opinion (your own too) =** unsupported/untenable/unarguable

assertions (something along the lines of “I like pizza”).**☺**

**2. new/external data**

**3. points irrelevant to the central argument**

**4. examples**

**5. background**

**6. footnotes, etc.**

**7. jargon**

**8. remarks indicating that you’re writing a summary**

**🖎 PROCESS OF WRITING A SUMMARY ✍**

**Read** the material and highlight the main points. (clues: headings)

**Watch** for key words and highlight.

**Watch** for words that indicate main points:

1. words that enumerate: first, second, initially, next
2. words that express causation: accordingly, as a result
3. words that signal essentials: basically, crucial, foremost
4. topic sentences: often at end or beginning of paragraph

**Watch** for words that indicate nonessentials:

1. words announcing opinion: I think, I believe, in my opinion
2. words pointing out examples: for instance, such as

**Organize** the information into a draft summary. **Read** through the draft and delete what is unnecessary. Be sure you have included the results/ conclusions/main ideas.

**Don’t piece your summary together** from thinly disguised quotations from the text. In other words, **don’t copy**! Rather, your summary needs to read smoothly and the sentences should be logically connected***.* Do not use quotations, even those enclosed in quotation marks, in your summary—paraphrase!** You need to put the edited version of the summary **in your own words**, if the author is someone other than you.

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| **!** | **If the author is someone besides yourself, PUT THE EDITED VERSION IN YOUR OWN WORDS (to avoid plagiarism!).** |