

# HOW TO WRITE A SUMMARY

## STUDENT HANDOUT

### SIX STEPS TO SUMMARIZATION

Step 1: **LIST** the main ideas for each paragraph in the passage.

Step 2: **UNDERLINE** the main idea statements that include the most important ideas from the passage.

Step 3: **COMBINE** any ideas that could go into one sentence.

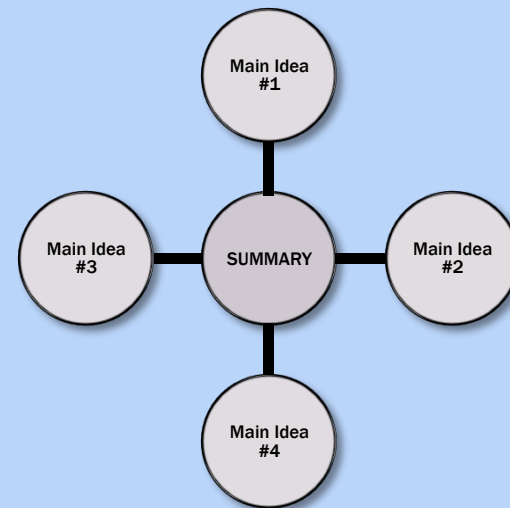
Step 4: **NUMBER** the ideas in a logical order.

Step 5: **WRITE** your summary in one paragraph.

Step 6: **EDIT** your summary.

### What is a summary?

A shortened version of something that includes only the most important ideas.



### How does summary writing help me?

I synthesize important information from the text in a way that makes sense to me.

This helps me understand the information and remember it longer.

# IS YOUR SUMMARY UP TO PAR?

## CHARACTERISTICS OF GOOD AND POOR SUMMARIES

### A GOOD SUMMARY

- ☐ Starts with a topic sentence that tells the reader what he or she is going to learn
- ☐ Includes only the most important main ideas from the text
- ☐ Includes only the most important supporting details for each main idea
- ☐ Presents information in an order that makes sense
- ☐ Includes concise sentences
- ☐ Uses good spelling, grammar, and punctuation

### A POOR SUMMARY

- ☐ Lacks a topic or introductory sentence; the summary lacks focus
- ☐ Does not include the main ideas or themes from the text
- ☐ Includes unimportant and/or repetitive information
- ☐ Confuses the reader; information is not in an order that makes sense
- ☐ Is wordy and uses long descriptions
- ☐ Has spelling, grammar, and punctuation errors