

How To Write a Summary

1. Read the material and identify the main ideas. Distinguish the main ideas from the details.
2. Write the main ideas in phrase form. The main ideas can be noted in a list, in a topic web or in the left column of two-column notes.
3. Begin the summary with an introductory statement.
4. Turn the main ideas into sentences, occasionally including details when it is necessary to convey the main idea.
5. Combine the sentences in to one or more paragraphs.
6. Use transition words to connect the sentences and the paragraphs.
7. Proofread the summary for punctuation, spelling, sentence structure and content.