**Guidelines for Writing Summaries**

* Read the passage closely and carefully. Please refer to “Critical Reading Tips for Summary.”
* Write 1 sentence summaries for each section. **Do not analyze.**
* Write a 1-2 sentence summary of the entire passage.
	+ - This should express the central idea of the passage and identify the *what, who, why, where, when,* and *how* of the matter.
		- For persuasive passages, summarize in a sentence the author’s conclusion.
		- For descriptive passages, indicate the subject of the description and its key feature(s).
* Write the first draft of your summary.
	+ - Use your thesis plus your list of 1 sentence summaries along with any **significant** details from the passage.
		- Use as few words as possible to convey the main ideas.
		- Generalize minor details or disregard them entirely.
* Check your summary against the original passage. It should accurately reflect the writer’s intent and introduce ideas in the same order as the original.
* Revise your summary by doing the following:
	+ - Insert transitional words and phrases where needed to ensure coherency.
		- Check for style.
		- Avoid a series of short, choppy sentences.
		- Combine sentences for a smooth, logical flow of ideas.
		- Check for grammatical correctness, punctuation, and spelling.
* Peer-Review for all of the above.
* Revise your rough draft again based on both peer and teacher feedback.
* Request a meeting with your instructor to clarify any questions or address concerns.