

## KEY TERMS

### SUMMARY

The purpose of a summary is to give a reader a clear, objective picture of the original text. Most importantly, **the summary restates only the main points of a text or a lecture without giving examples or details**, such as dates, numbers or statistics. A summary is about 1/3 of the original length of the original article.

#### Before writing a summary:

1. For a text, **read, mark, and annotate** the original.
  - highlight the topic sentence
  - highlight key points/key words/phrases
  - highlight the concluding sentence
  - outline each paragraph in the margin
2. Take notes on the following:
  - the source (author--first/last name, title, date of publication, volume number, place of publication, publisher, URL, etc.)
  - the main idea of the original (paraphrased)
  - the major supporting points (in outline form)
  - major supporting explanations (e.g. reasons/causes or effects)

#### Writing your summary--Steps:

1. Write an introductory paragraph including an **in-text citation of the source** and the author as well as a **reporting verb** to introduce the main idea. **The reporting verb is generally in present tense.**

Example:

In the article, \_\_\_\_\_(author's last name) (year) argues (claims/reports/contends/maintains/states) that \_\_\_\_\_ (mainidea/argument;

If no author is given, use the title/ topic of the article.

Example:

a) According to " \_\_\_\_\_" (Title of the Article) (year), \_\_\_\_\_ (main idea; S+V+C).

b) \_\_\_\_\_ (topic/NP . noun phrase) has had a major impact on the \_\_\_\_\_ (NP) of \_\_\_\_\_ (main idea; NP, year).

2. The main idea or argument should be included in the first sentence of the first paragraph. Then **major** aspects/factors/reasons that are analyzed in the article should be mentioned.
3. Support your topic sentence with the necessary reasons or arguments but omit all references to details, such as dates or statistics.
4. Restate the article's conclusion in one sentence.

