

## Writing a Summary

Summary is designed to check students' comprehension of the material by focusing on the main details you have learned in class and read from sources. Summaries, are generally, written based on specific readings you have performed: articles, case study materials, books etc.

So, you might ask, **what actually is summary?**

- ❖ **Summary is the review of the most important facts and main ideas you were introduced to in the readings.**

**Remember: You do not need to rewrite the original information at all.**

**What are the simplest and easiest ways of writing an effective summary?**

- **Take notes while reading by focusing on meaningful issues and details;**
- **Find Thesis Statement which is the key to core idea of reading material;**
- **Answer WH questions Who/What/When/Where/Who/Which/How**
- **Pay attention to special hints to grasp the main idea:**
  - **Headings**
  - **Titles;**
  - **Opening/Closing lines in paragraph**
- **Avoid including your opinion in the conclusion part of your summary ( unless your instructor would encourage you to do so)**

**For more information you may wish to visit the below sources as well:**

[http://homepage.smc.edu/reading\\_lab/writing\\_a\\_summary.htm](http://homepage.smc.edu/reading_lab/writing_a_summary.htm)

<http://public.wsu.edu/~mejia/Summary.htm>

<http://users.drew.edu/~sjamieso/summary.html>