

# The Summary

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A summary is a condensed version of a text, often  $\frac{1}{4}$  of the length of the original, if not shorter.

Be aware that the summary should not include your response to or your interpretation of the original. It must be an objective reflection of the original. Your responses, criticisms, and related ideas must be clearly distinguished from the summary.

The summary must identify the author and/or the title of the original and it must include appropriate documentation.

A summary must be written in your own words and sentence structures. If you decide to include a few striking words or significant phrases from the original, your borrowing must be acknowledged by the use of quotation marks.

1. Read the text through and underline what appear to be the main points. Be careful to distinguish between main points and supporting details.
2. Read the text a second time. Using your own words, make a note of the thesis. In establishing the thesis, it might be useful to reread the introduction and conclusion of the original text.
3. Begin the summary with a reference to the author and the title.
4. Include the thesis and the main points.
5. Be sure to use your own words.
6. Revise the paragraph paying attention to the conjunctions linking the key points.
7. When incorporating a summary into an essay, finish the summary with parenthetical documentation.