**How to write Summary**

To write a good summary it is important to **thoroughly understand the material** you are working with. Here are some preliminary steps in writing a summary:

1. Read the passage carefully
2. Identify the author’s purpose in writing ( Is there any message that the writer wants to

 convey?)

1. Re-read, label and underline ( **highligh**t the more important and less important ideas)
2. Take notes
3. In your own words ,write one sentence for each stage of thought to summarize and then combine them logically by using proper transitional words
4. Write a thesis- a one sentence summary of the whole passage – to express the main idea of the passage ( can be placed as the last sentence of the summary)
5. **Avoid** repetition and less important information
6. Check your summary against the original passage and make necessary adjustments( it has to be complete)
7. Check sentence structures, spelling and punctuation

With thanks to: Swales, John M. and Christine B. Feat. *Academic Writing for Graduate Students,* *Essential Tasks and Skills*. Ann Arbor: U Michigan P, 1994. 105-130.

**When writing the summary there are three main requirements:**

* 1. The summary should cover the original as a whole.
	2. The material should be presented in a neutral fashion.
	3. The summary should be a condensed version of the material, presented in your own words.
* **\* Also** donotinclude anything that does not appear in the original. (Donotinclude your owncomments or evaluation.)

and

Be sure to identify your source. (Mention the name of the author, title of the ‘article’ etc.)