**How to Write a Summary**

**Step 1: Read and Understand the Text**

* **Read carefully**: Read the text thoroughly to understand the main idea and key points.
* **Identify the purpose**: Determine the author's purpose and the text's main focus.

**Step 2: Identify Key Points**

* **Highlight or note**: Mark or write down important points, such as the main argument, significant facts, or key events.
* **Exclude minor details**: Focus on essential information and omit any examples, anecdotes, or detailed explanations.

**Step 3: Organize Information**

* **Create a structure**: Arrange the key points in a logical order that follows the original text.
* **Use your own words**: Paraphrase the content to ensure you understand it and to avoid plagiarism.

**Step 4: Write the Summary**

* **Start with the main idea**: Begin with a sentence that introduces the main idea of the text.
* **Include key points**: Write brief sentences or bullet points covering the essential information.
* **Be concise**: Keep it short and to the point; a summary should be significantly shorter than the original text.

**Step 5: Review and Revise**

* **Check for accuracy**: Ensure all key points are included and that the summary accurately reflects the original text.
* **Edit for clarity**: Remove any unnecessary words and make sure your sentences are clear and easy to understand.