

Summary Writing Guidelines

For some of your Fast-Write homework assignments you'll be asked to summarize an article. Guidelines below will help guide your reading and writing:

1. Complete

A summary should include all the ideas that are essential to the author's thesis.

2. Concise

A summary should be considerably shorter than the passage. Do not include unessential information (length depends upon the purpose and your use of the summary. It could be one-half, one-third or one-eighth the length of the original.)

3. Accurate

A summary should represent the author's ideas. Do not distort the author's views.

4. Objective

A summary should recapitulate the author's points. Do not include your objections or criticisms in the summary.

5. Coherent

A summary should make sense to someone who has not read the original. It should not sound like a list of loosely-related sentences that have been strung together in paragraph format.

6. Independent

A summary should be written in your own words. Do not take strings of words from the source; do not *paraphrase.

Difference between paraphrase and summary

***Paraphrase:** contains all the information in the source. No part of the original is left out. Writer rephrases original in his words.

****Summary:** contains only the most important information of the original. It does not have to follow the organization or order of the original. You do not change the meaning of the original, and you must give clear references as to the origin of the ideas.