**Before writing the summary:**

1. For a text, **read, mark,** and **annotate** the original.  (For a lecture, work with the notes you took.)
   * highlight the topic sentence
   * highlight key points/key words/phrases
   * highlight the concluding sentence
   * outline each paragraph in the margin
2. Take notes on the following:
   * the source (author--first/last name, title, date of publication, volume number, place of publication, publisher, URL, etc.)
   * the main idea of the original (paraphrased)
   * the major supporting points (in outline form)
   * major supporting explanations (e.g. reasons/causes or effects)

**Writing your summary--Steps:**

1. Organize your notes into an outline which includes main ideas and supporting points **but no examples or details** (dates, numbers, statistics).
2. Write an introductory paragraph that begins with **a frame**, including an **in-text citation of the source** and the author as well as a **reporting verb** to introduce the main idea. **The reporting verb is generally in present tense**.
   * ARTICLE:

         In his/her article (or lecture) "\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,”  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (year)   
      (title, first letter capitalized)      (author/lecturer's last name)

**argues/claims/reports/contends/maintains/states** that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 (main idea/argument; S + V + C)

**Example:** In his article "Michael Dell turns the PC world inside out," Andrew E. Serwer (1997) describes how Michael Dell founded Dell Computers and claims that Dell’s low-cost, direct-sales strategy and high quality standards account for Dell’s enormous success.

* BOOK:

In his book *The Pearl*, John Steinbeck (1945) illustrates the fight between good and evil in humankind.

* INTERVIEW:

In my interview with him/her (date), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(first name, last name) stated that ....

**Reporting Verbs**:

 STRONG ARGUMENT==**>**NEUTRAL==>COUNTERARGUMENT==>SUGGESTION==>CRITICISM

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| argue | state | refute the claim | suggest | criticize |
| claim | report | argue against | recommend |  |
| contend | explain |  |  |  |
| maintain | discuss |  |  |  |
| insist | illustrate |  |  |  |
| posit | observe |  |  |  |

**Other examples of frames:**

* According to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (year), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  
              (author's last name) (main idea; S + V + C)
* \_\_\_\_\_\_\_\_\_\_\_'s  article on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (year) discusses the   
   (author's last name)  (topic)

                 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (main idea; Noun Phrase)

1. The main idea or argument needs to be included in this first sentence.  Then mention the **major** aspects/factors/reasons that are discussed in the article/lecture.  Give a full reference for this citation at the end of the summary (see #6. below).
   1. For a **one-paragraph summary**, discuss each supporting point in a separate sentence.  Give 1-2 explanations for each supporting point, summarizing the information from the original.
   2. For a **multi-paragraph summary**, discuss each supporting point in a separate paragraph.  Introduce it in the first sentence (topic sentence).

**Example**:   The first major area in which women have become a powerful force is politics.

1. Support your topic sentence with the necessary reasons or arguments raised by the author/lecturer but omit all references to details, such as dates or statistics.
2. Use discourse markers that reflect the organization and controlling idea of the original, for example cause-effect, comparison-contrast, classification, process, chronological order, persuasive argument, etc.
3. In a longer summary, remind your reader that you are paraphrasing by using "**reminder phrases**," such as
   * The author goes on to say that ...
   * The article (author) further states that ...
   * (Author's last name) also states/maintains/argues that ...
   * (Author's last name) also believes that ...
   * (Author's last name) concludes that
4. Restate the article’s conclusion in one sentence.