# How to Write a Summary

**What is a summary?** It is a condensed version of a larger reading.

**How do you write a summary?** Follow the steps listed below.

## **STEP 1:**

Read the article carefully.

## **STEP 2:**

Write down the author's purpose for writing this article. (Why did he/she write it? What, in general, was he/she trying to tell the reader?)

## **STEP 3:**

Reread the article looking for major ideas that directly support the author's purpose. Sometimes a major supporting idea is covered in one paragraph, sometimes in several paragraphs.

Break the reading down into sections, based on the major ideas (mark them on the page).

## **STEP 4:**

Summarize each major supporting idea into one or two sentences, depending on how long the section is. Be sure the statements you create directly support the author's purpose for writing the article.

## **STEP 5:**

Using the author's purpose as your guide, create a thesis statement which will be a summary of the entire article. This will be the opening statement of your summary, and it must include the author’s name, the title of the article, and the source.

## **STEP 6:**

Combine your thesis statement with the summary statements from each section to create your summary of the article. Use transitional words or combine sentences to create a smooth logical flow of ideas. Check to make sure you have not repeated information or included minor details.