Summaries Activity Sheet

Step 1: Reading the Text

- What does the title tell you about the text?

- Look at the subheadings (if there are none, create your own). Using these, and after reading the text, can you make a simple outline for the text?

- What is the main point/argument/thesis of the text?

- What important concepts are defined?

- Are there any specific examples given for these concepts?

- Can you answer the five W’s (who, what, where, when, why)?

Other Notes:

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Step 2: Writing the Summary

Things to Remember:

- Start with author’s name and the title of the text
- Keep your summary short (about **one-fourth** the word count of the text at most)
- You should write the summary in your own words:
  - No quotations
  - You can use a few keywords from the text (aim for no more than three per sentence), but everything else should be your own words
- Include the main point/argument/thesis of the text
- Include any other important information (concepts/examples/five W’s)
- Do not analyze the text:
  - Focus on condensing the text
  - Keep the voice of your writing neutral
  - Do not respond to the text, just summarize

Summary:

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