*WRITING SUMMARIES…*

**GENERAL INFORMATION**

- Summaries are shortened versions of a piece of writing. Their purpose is to save people time by cutting out parts that aren't necessary and leaving only the main idea and details that support it.

- Summaries **must** include the main idea and all of the most important facts and details to support it, written in full and complete sentences. The author's name and title of the original text should be included in the first sentence if it is known.

- Summaries **do not** include any new information, opinions of the writer, changes to the original article or extra details. They also **are not** a recap of the article – they are much shorter and only contain them most important information to support the main idea.

- Summaries usually have a required word length. (On the OSSLT this will be specified and it is *extremely* important to follow this!). An example would be 80-100 words for a 400 word article.

- On the OSSLT, you **must** support your answers with specific details from the selection. This could mean referring directly to a specific part of the text, including a properly used quote, or adding an example from the text to explain a point you made.

**STEPS TO FOLLOW**

1. Read the original text

2. Find the main idea or point of the text. This is usually in the first paragraph, (i.e. the thesis or topic)

3. Go back through the article and find all the information that directly supports the main idea. This should be written down in point-form or highlighted.

4. List the main ideas that support the purpose of what you read, (usually either most important to least important or chronological)

5. Write the summary in full and complete sentences. Your first sentence should include the author's name and title of article if it is known.
   I.e. *Andrew Barley's article "The History of Led Zepellin" highlights reasons why this band is still successful even today.*

6. Use transitional words in your sentences, like "First…, Then…, Finally…." To keep things organized.

7. Edit your work! This is important for the OSSLT, too!

8. Make sure that your summary answers the question you were given and includes required support!