Summary Notes

Name	Date
Topic	Class/Period

BEFORE

1. Determine your purpose.
2. Preview the document.
3. Prepare to take notes.

DURING

4. Take notes to help you answer these questions:
   - Who is involved?
   - What events, ideas, or people does the author emphasize?
   - What are the causes?
   - What are the consequences or implications?
5. Establish criteria to determine what is important enough to include in the summary.
6. Evaluate information as you read to determine if it meets your criteria for importance.

AFTER

7. Write your summary, which should:
   - identify the title, author, and topic in the first sentence
   - state the main idea in the second sentence
   - be shorter than the original article
   - begin with a sentence that states the topic (see sample)
   - include a second sentence that states the author's main idea
   - include 3-5 sentences in which you explain---*in your own words*---the author's point of view
   - include one or two interesting quotations or details
   - not alter the author's meaning
   - organize the ideas in the order in which they appear in the article
   - use transitions such as "According to" + the author's name to show that you are summarizing someone else's ideas
   - include enough information so that someone who has not read the article will understand the ideas

Sample verbs: The author :

- argues
- asserts
- concludes
- considers
- discusses
- emphasize
- examines
- explores
- focuses on
- implies
- mentions
- notes
- points out
- says
- states
- suggests