

Checklist for Writing a Summary

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In academic writing, the purpose of a summary is to relay the main points of whatever you are summarizing, such as an article, as clearly and concisely as possible. Use this handy checklist to help polish your summary:

- Is your summary shorter than the original text?
- Is your summary written completely in your own words?
- Does your summary avoid using quotations?
- Does your summary have a direct, objective style?
- Did you avoid making any judgments about the original author's style or ideas?
- Did you avoid giving your personal reaction to the original text?
- Did you avoid including specific examples, illustrations, or background sections?
- Did you focus only on the main ideas of the text?
- Did you begin your summary with a reference to the writer, title and a brief statement of the writer's thesis?
- Did you mention the key ideas of the original text and show how those ideas relate to each other?
- Were the key components mentioned in the summary presented in the same balance as found in the original text?
- Did you use precise, accurate verbs to show the author's relationship to ideas?
- Does your summary demonstrate correct usage of grammar and mechanics?