

How to Write a Successful Summary

❖ Identify important ideas

- Find the ideas that are important to the author of the passage

❖ Delete trivia

- Often, authors will throw in extra details to interest and excite the reader. Do not include this trivial information in your summary

❖ Delete repeated ideas

- Take out ideas that are repeated, or stated over and over again

❖ Collapse lists of items, events, or ideas

- Sometimes an author will list many items. “Collapse” this list by renaming it with an appropriate label. The list *turkeys, deer, raccoons, herons, and foxes* can be collapsed to *wildlife*

❖ Choose or create a topic sentence

- The author may have included a clear topic sentence that you can paraphrase for your summary. If not, you will need to look at the details and invent a topic sentence.