

Steps in Summarizing Informational Text

Skip to Step 2 if working in a textbook

- Step 1** Highlight the most important points in the reading.
- Step 2** Make a brief outline of the most important points.
- Step 3** Mention the author, the specific genre (type of reading), and the title of the reading in your first sentence.
- Step 4** State the topic of the reading and the main idea at the beginning of your summary.
- Step 5** Include only the most important supporting points.
- Step 6** Use your own words to discuss the ideas.
- Step 7** Don't include your personal opinions or experiences when you are writing summary articles.
- Step 8** Present the ideas in the order in which they were discussed in the reading section.
- Step 9** Introduce the author's points by using citation verbs and expressions (e.g., the authors points out, according to)
- Step 10** Include enough information so that a classmate who had not read the selection could read your summary and get a passing grade on a quiz.

Expressions to Use in Summary Writing

The Author	discusses	+	(topic)
or	examines		
(name of author)	explores		
	takes a look at		
	focuses on		
<hr/>			
This (type of genre)	is concerned with	+	(topic)
	deals with		
	is about		
	examines		
	focuses on		
	addresses		
<hr/>			
The author	points out	+	that (subject + verb)
Or	says		
(name of author)	states		
	mentions		
	emphasizes		
	asserts		
	reports		
	notes		
	highlights		
	contends		
	argues		
	concludes		