

Summary Writing Rules

1. State the **title, the author, and his or her main purpose or idea** in the article or essay.
2. Write in the **present tense** and use the **language of summary** (e.g the author asserts, argues, discusses, believes, states etc.). Continually remind the reader that these are the writer's ideas.
3. Present the ideas in the order they are presented in the piece of writing. Include only the main ideas; do not include the writer's specific examples.
4. Do not quote the article. **Paraphrase** and put ideas into **your own words**. Do not insert your own opinion in a summary. End with a **concluding statement**.

[illegible]