

How to Write a Summary

- **Focus on the central ideas from the text**
- **Omit supporting or minor details**
- **Write only enough to convey the central idea (4-5 sentences maximum)**
- **Organize the information clearly**
- **Restate the information in your own words--DO NOT COPY FROM THE TEXT. You are NOT citing textual evidence like you have practiced in other situations**
- **DO NOT include any opinions or personal thoughts.**

Summarizing

Step #1: 3-Part Topic Sentence

A. Name It: Identify the title of the text and the author.

B. Verb It: Use one of the following “summary” verbs: *shows, describes, explains, discusses, lists, explores, illustrates, teaches, compares, states.*

C. CI (central Idea): Identify the central idea of the text.

Write an Objective Summary

Step 1: Read the text and take notes on the main ideas.
(see Marking the Text)

Step 2: Write the topic sentence.

- Author
- Title
- Verb to show the author's purpose.
- Central/Main idea

Strong Verbs		
argues	asserts	claims
insists	believes	suggests
emphasizes	reports	observes
observes	reminds us	warns
advocates	rejects	urges
	recommends	

Step 3: Write one central/main idea for each section.

- Leave it in the original order.
- Use your main idea notes from your reading.
- Put everything in your own words or use quotations when necessary.
- Leave out small details, examples, illustrations, or explanations.
- Use transition words

Optional: write a concluding statement

In the article, "You Can Grow Your Intelligence," Larry Blackwell suggests that intelligence is not something you are born with, but instead everyone has the ability to grow a stronger brain. To introduce his idea, Blackwell uses the analogy of weightlifting and building muscles to illustrate how an individual can increase his/her intelligence. Next, by studying the brains of both animals and young children, Blackwell was able to conclude that environment and experience play critical roles in brain development. In conclusion, Blackwell believes just as athletes exercise and practice to build their skills, so should everyone who wants to increase their intelligence.

Annotations:

- title:** "You Can Grow Your Intelligence,"
- Author:** Larry Blackwell
- verb:** suggests
- main idea of the entire article:** that intelligence is not something you are born with, but instead everyone has the ability to grow a stronger brain.
- transition:** To introduce his idea, Blackwell uses the
- Main Idea 1:** analogy of weightlifting and building muscles to illustrate how an individual can increase his/her intelligence.
- transition:** Next, by studying the brains of both animals and
- Main Idea 2:** young children, Blackwell was able to conclude that environment and
- transition:** In conclusion, Blackwell
- Main Idea 3:** believes just as athletes exercise and practice to build their skills, so should everyone who wants to increase their intelligence.