

Six Steps to an Effective Summary

Name: _____ Date: _____

☐ **Begin with a topic sentence that explains what you are summarizing.**

☐ **Include the text structure or the author's claim.**

The author is comparing _____ to _____.

The author notes _____ causes _____.

The author identifies _____ as an effect of _____.

The author proposes several solutions to the problem of _____.

The author claims that _____.

☐ **Briefly note main points only.**

☐ **Paraphrase.**

☐ **Do not include opinions; note only facts.**

☐ **A concluding statement is not required, unless the text finishes with a message to the reader that should not be left out.**