**Six Steps to an Effective Summary**

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| --- | --- |
| 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.

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