



Palm Beach Atlantic University
Center for Writing Excellence

Writing a Summary

Summarizing: Using your own words to create a condensed and accurate representation of the original text.

1. Find the main idea (thesis statement).
2. Reread the text, taking notes or highlighting the main points.
 - a. Authors intent
 - b. Supporting elements
3. Make a logically ordered outline of the main idea and supporting details.
4. Write the summary.
 - a. State the author's name
 - b. Present the main idea and the supporting points
 - c. Be objective
5. Revise and proofread.
 - a. Check for appropriate grammar and punctuation
 - b. Compare it to the original
 - i. Have I rephrased without changing the meaning?
 - ii. Have I restated the main idea and supporting points in my own words?