**a. The introduction (usually one paragraph)**:  
    1.    Contains a one-sentence statement that sums up the main point of the source.   
           This statement is not *your* main point; it is the main point of your source.       
           Usually, though, you have to write this statement rather than quote it from the source   
           text.  It is a one-sentence summary of the entire text that you summarize.

    2.    Also introduces the text to be summarized:   
 **a**. Gives the title of the source

**b**. Provides the name of the author of the source;

**c**. Sometimes also gives background information about the author

*An example of the first sentence/paragraph*: “The fairy tale “The Ugly Duckling” is a tale written by Hans Christian Andersen in 1844. In short, the story is about how a duckling transforms from a clumsy ugly creature into a beautiful and elegant animal – the swan”

*The introduction should not offer your own opinions or evaluation of the text you are summarizing.*

**b.   The summary itself:**   
    Condenses the original piece.  In your summary, be sure that you:  
    1.     Include important data but leave out minor points;   
    2.     Include one or more of the author’s examples or illustrations (these will bring your   
            summary to life);   
    3.     Do ***not*** include your own ideas, illustrations, metaphors, or interpretations.  Look    
            upon yourself as a summarizing machine; you are simply repeating what the source    
            text says, in fewer words and in your own words.  But the fact that you are using    
            your own words does not mean that you are including your own ideas.

**c. There is customarily no conclusion to a summary essay.**   
When you have summarized the source text, your summary essay is finished.  Do not add your own concluding paragraph unless your teacher specifically tells you to.

**d.** **The summary checklist:**

When you have written your summary, go through this checklist:

**Yes** **No**

1. In my first paragraph, I present the author
2. In my first paragraph, I mention the date
3. In my first paragraph, I mention the title of the text
4. In my first paragraph, I sum up the main point
5. I mention the most important points
6. I give one or more examples from the text
7. I have made sure ***not*** to include my own opinion(s)