

# Writing a Summary

Toolkit # G- \_\_\_\_\_

**1<sup>st</sup> Sentence:** Include the title, author and CENTRAL CLAIM.

In the *speech / article* "**Title of Speech,**" *name of the author* argues that *because / even though* \_\_\_\_\_, *his/her* audience needs to \_\_\_\_\_ so that \_\_\_\_\_.

*Example:* **In the speech** "The Gettysburg Address," Lincoln **argues that even though** many soldiers have died, **his audience needs to** continue fighting in the Civil War **so that** the US can stay united as a country and live under the ideals of The Declaration of Independence where all men are created free and equal.

## Next Sentence:

- The author/speaker begins by \_\_\_\_\_ (use the 1-sentence description you wrote about the first chunk of text to finish this statement).

## Rest of Summary:

- Continue to present ideas in the same order as they appear in the text.
- Focus on the **most important ideas** the author uses to support his/her **central claim**.
- Use the one-sentence descriptions for each chunk of text to help you write the rest of your summary.
- Mostly use YOUR words to present the author's ideas. If you do use the author's words, place quotation marks around them.
- Use **transitions** like the ones below as you move from one idea to the next and to show the ideas you are discussing are the author's and not yours.
  - According to (author's last name), ...
  - Next, the speaker ...
  - The author goes on to ...
  - The speaker returns back to
  - The author then ...
  - Finally, the speaker ...
- Always refer to the author by his/her LAST name.*
- Use strong verbs that best characterize or match the author's meaning.

Makes a claim	Provides evidence or analysis	Questions, Raises Concerns or Disagrees	Makes a recommendation or calls for a change
argues supports asserts claims emphasizes insists advocates	<ul style="list-style-type: none"> <li>defines</li> <li>compares/ contrasts</li> <li>narrates</li> <li>cites examples of ____ like _____</li> <li>brings up the historical incident of ____ to show ____</li> <li>explains the effects of ____ are</li> <li>describes a personal experience of when ____</li> <li>brings up past events like _____</li> </ul>	questions speculates Refutes / rejects opposes expresses concern about warns / cautions criticizes	proposes calls upon encourages implores pleads urges suggests