

# Summary Writing Checklist

Did you . . .

\_\_\_\_\_ include the main ideas from the original text?

\_\_\_\_\_ select the most important details to support the main idea?

\_\_\_\_\_ avoid adding any information or comments that were **not** part of the original text?

\_\_\_\_\_ make your summary the right length (about 1/3 or 1/4 of the original)?

\_\_\_\_\_ avoid asking questions or using dialogue?

\_\_\_\_\_ put it in your own words? (copying and checking the spelling of key words is encouraged, but never copying long phrases or sentences)

\_\_\_\_\_ put the information in the same order as the text?

\_\_\_\_\_ edit for correct punctuation and capitalization?

\_\_\_\_\_ edit for correct spelling?

\_\_\_\_\_ use different types of sentences?

\_\_\_\_\_ make sure that “no two sentences begin with the same two words”? (NTSBWTSTW)