

Writing a Summary

- A summary condenses data, information, and/or original interpretive comments and leaves only the major points
- A summary can vary in length from one sentence to several pages
- Summaries within your own writing must carry an acknowledgment or attribution

Methods

Miniaturization

- Eliminate all unnecessary words within paragraphs to distill the content
- Combine major ideas
- Reform into a prose summary

Outline

- Create a paragraph-by-paragraph outline capturing major claims and support
- Organize with major claims and support in order of importance
- Re-case as a prose summary

Repetition and Variation

- Identify the primary claim or idea
- Look for repetition and variations of this idea
- Join the primary and secondary ideas in a prose summary