

Summary Checklist

Category	Description	Comments
Pre-writing	I fully understand the text from reading it through and then again, noting the main idea and supporting points.	
Topic sentence	My topic sentence points to the author's main idea; I use my own words to suggest what the summary will be about.	
Essential details that support the main idea	I have distilled the details to only those that support the author's main idea. I have not used details such as examples, lists (I've used a "category" word), and other words that an author uses to "flesh out" a text.	
Accurate re: author's purpose	I have accurately conveyed the information the author provides -- in my own words. I have not added any of my own ideas or opinions, nor any information other than what the author provides.	
Organization	<p>I have kept the sequence of ideas as they are in the text. I have aimed to condense information where I can, i.e. "collapse" ideas from several paragraphs, using logical transitions to connect ideas.</p> <p>I use the organization in the text (its structure, such as compare/contrast, sequence, problem/solution, cause/effect) to organize.</p>	
Writing style	<p>I have chosen good vocabulary for my summary. My grammar and usage, spelling, & punctuation are stellar.</p> <p>I have written in a concise way, taking out nonessential details. I have varied my sentence patterns. I have avoided using material directly quoted from the text.</p>	