

SUMMARY NOTES



Use these Before/During/After directions and questions to comment on the chapter or book you have to read. Write your comments, details, or observations in the right-hand column. Then use the given transitional words to make a summary.

<p>BEFORE reading</p> <ol style="list-style-type: none"> 1. Determine your purpose. 2. Preview the chapter/book. 3. Prepare to take summary notes. 	
<p>DURING reading</p> <ol style="list-style-type: none"> 4. Take notes to help you answer these questions: <ul style="list-style-type: none"> • Who is involved in the story? • What events, people, or ideas does the author emphasize? • What is the essential information, and what are just details? • What are the causes/outcomes? • What is the author’s objective? 5. Define your criteria for determining what is important enough to include in the summary. 	
<p>AFTER reading</p> <p>Write a summary that:</p> <ul style="list-style-type: none"> • Includes the author, title, and main topic. • States the main idea. • Explains the author’s point of view in 3-5 sentences (in your own words). • Includes a few interesting quotations, examples, or details. • Doesn’t change the author’s original meaning. • Structures ideas in the order in which they appear. • Includes transitions such as “According to” + the author’s name to show that you are summarizing their ideas. • Stays concise and includes enough information that someone unfamiliar with the article can still understand the ideas. 	
<p>Use these transitional words to summarize:</p> <p><i>after all, all in all, all things considered, briefly, by and large, in any case, in any event, in brief, in conclusion, on the whole, in short, in summary, in the final analysis, in the long run, to sum up, to summarize, finally</i></p>	