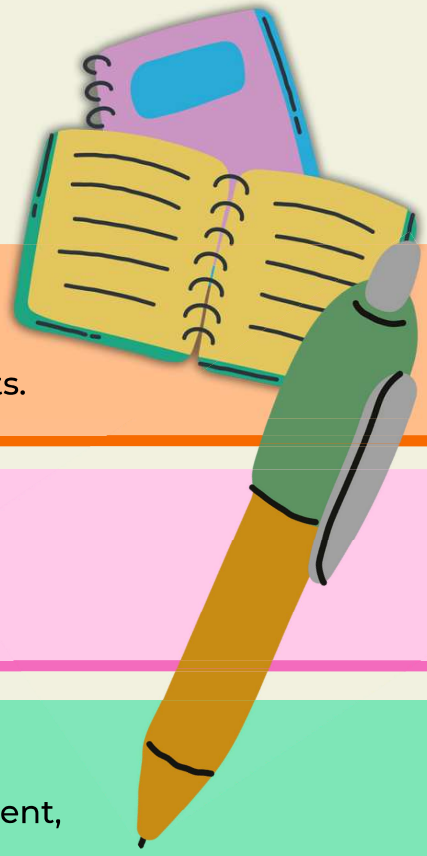
# SUMMARY RULES

## WHAT MAKES A GOOD SUMMARY?



### 1 FOCUS ON THE MAIN IDEAS

- Include only the most important points.
- Leave out examples, details, descriptions, and lists.

### 2 USE YOUR OWN WORDS

- Do not copy sentences from the text.
- Paraphrase the ideas.

### 3 WRITE IN THE PRESENT TENSE

- Summaries are usually written in the simple present, even for past events.

### 4 BE NEUTRAL

- Do not include your opinion, feelings, comments.
- A summary reports information, it does not judge it.

### 5 KEEP IT SHORT

- A summary is much shorter than the original text.
- Say what matters, not everything.

### 6 USE LINKING WORDS

- Help the reader follow your summary:
- However, ... Therefore, ... As a result, ... In the end, ...

### 7 DO NOT USE QUOTES OR LINE NUMBERS

- ✗ do not quote
- ✗ do not mention lines or paragraphs
- ✓ report ideas indirectly

**Follow a clear structure:**

- First, name the **title, author, text type, date and topic**.
- Next, explain the **main idea** or claim.
- Then, say what really happened.
- No conclusion at the end!

**SHORT CHECKLIST**

- □ Main ideas only
- □ Own words
- □ Present tense
- □ Neutral tone
- □ Clear order
- □ Short and precise