

The Summarizing Process

This is a more specific version of the general [writing process](#)

A. Planning or Prewriting

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| 1. choose a source | What article, story, talk, lecture, play, film or other source are you going to summarize? |
| 2. be sure you understand your chosen source | <p>Go through it at least a couple of times.</p> <ul style="list-style-type: none">• What are the source's main ideas?• How is the piece of work organized?• How are the ideas connected? <p>Then note down main ideas in your own words.
Make (very) short notes in your own words of main ideas only. Ignore supporting details.
Using your own words checks your understanding, and helps prevent the crime of plagiarism.</p> |
| 3. organize the ideas | What is the main idea of the source?
In what order will you tell those main ideas? |

B. Writing or Drafting

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| 4. write | <p>Tell readers the source in the first sentence of your summary.</p> <p>Write your summary using only your short notes and memory. Do not look at or listen to your source.</p> <p>If you copy any words from the source, you must put them in "quotation marks." It is a serious crime to copy and paste without using "quotation marks."</p> |
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C. Editing - these steps are often done more than once

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| 5. review | <p>Check your ideas and organization.</p> <ul style="list-style-type: none">• Have you told readers the source?• Is every idea in your summary in the source?• Have you avoided your own opinion?• Is the organization clear for readers?• Have you followed any word limits? |
| 6. revise | <p>If necessary, change ideas and organization.
To revise, add, cut or move ideas.</p> |
| 7. proofread | <p>Check the format = font, margins, spacing, indents.
Check the language = grammar, spelling, vocabulary, punctuation, and so on.</p> |

D. Publishing

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| 8. publish your work | We write so that other people can read our work! |
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