

## **6 RULES FOR EFFECTIVE SUMMARIES**

### **Remember the six rules of effective summary writing:**

- State the title, author and central idea of the text in the first sentence
- Include one paraphrased summary sentence for each section
- Include only the central ideas from the text and omit less important details
- Write a summary that is shorter than the original text
- Paraphrase all the ideas (use your own words)
- Do not include your personal opinions

### **Ineffective summaries may be characterized by any of the following:**

- Too much detail
- Too little information
- No central idea
- List of facts
- Repetition of words from the original text