

Guidelines for writing a summary

- In the first sentence, mention the title of the text, the name of the author, and the author's thesis, or central idea.
- Use a neutral tone; be objective.
- Write from the third-person point of view, and use the present tense: *Goodall argues . . .* [not *I thought that* or *You will see that*].
- Keep your focus on the author of the text. Don't state the author's ideas as if they were your own.
- Put all or most of your summary in your own words; if you borrow a phrase or a sentence from the author, put it in quotation marks and give the page number in parentheses.
- Limit yourself to presenting the author's key points.
- Be concise; make every word count.