

Summary Writing Checklist

Ideas	Organization	Sentence Fluency	Conventions
<input type="checkbox"/> States the main idea of the article.	<input type="checkbox"/> Topic sentence begins with In the article "Article Title," Jane Author (use the author's name or organization) stated that (write the author's thesis in your own words).	<input type="checkbox"/> Each sentences starts with a different word.	<input type="checkbox"/> First word in a sentence and proper nouns are capitalized.
<input type="checkbox"/> Three to five words per paragraph are highlighted	<input type="checkbox"/> Details follow the order of the author's thoughts.	<input type="checkbox"/> Sentences build upon the ones before it.	<input type="checkbox"/> Titles of books, magazines, articles, et cetera are capitalized.
<input type="checkbox"/> Details give the reader important information.	<input type="checkbox"/> One detail sentence per paragraph/ section if article is long.	<input type="checkbox"/> Sentences are different lengths.	<input type="checkbox"/> There are no spelling errors.
<input type="checkbox"/> Unnecessary details are not included (no numbers, examples, specific details, etc.).	<input type="checkbox"/> Concluding sentence restates the thesis statement. Ties all points together and brings summary to an end.	<input type="checkbox"/> The meaning of sentence is clear.	<input type="checkbox"/> Correct grammar is used.
<input type="checkbox"/> Only one quote is used.	<input type="checkbox"/> Summary is approximately 1/4 - 1/3 the length of the original article.	<input type="checkbox"/> There are no run-ons.	<input type="checkbox"/> Correct internal punctuation is used.
<input type="checkbox"/> Uses own words.		<input type="checkbox"/> There are no incomplete sentences.	<input type="checkbox"/> Used ending punctuation.
		<input type="checkbox"/> Details are combined that are of similar topic.	<input type="checkbox"/> Quotation marks are used around direct quotes.
			<input type="checkbox"/> Summary is typed in Times New Roman, font 12 and double spaced.

Notes:

