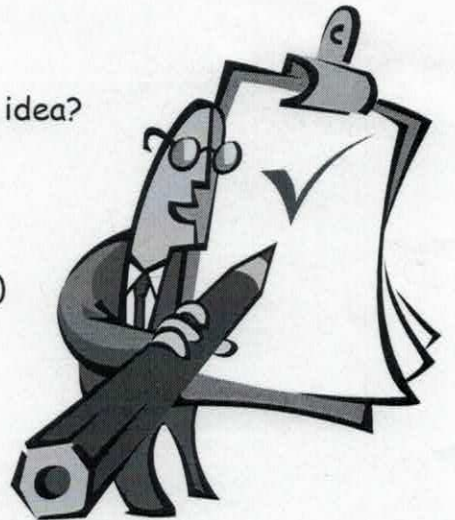




## Summary Checklist

Does the summary . . .

- Acknowledge the original author? (article title, author's full name)
  - According to the article "Making Connections," reading requires time.  
*Lacks author's name*
  - In the article "Making Connections," Pakenham notes that reading requires time.  
*Lacks author's full name*
  - Margaret Pakenham suggests in the article "Making Connections" that reading requires time.  
*Correct!*
- Refer to the original author throughout the summary?
  - The author suggests . . . .
  - The author notes . . .
  - The article mentions that . . .
  - The article points out that . . .
- Follow the general order of the original article?
- Present the writer's ideas without my interpretation or opinion?
- Contain only the most important information? (No unnecessary details!)
- Have some supporting points that support the main idea?
- Use my own words? (changed from the original text)
- Shorten the original writing?



## How to Write an Academic Summary

1. Give the name of the author, the date of publication, and the name of the article or research you are summarizing in the first sentence. Once you have introduced the author in the first sentence, you can refer to him or her using only his or her **last name** (family name) and words such as **notes, says, believes, thinks, responds**.
  - "Computers and Education in America" (Devlin, 1998) is a discussion about the rise of computer technology.
  - A commentary on the rise of computer technology is presented in "Computers and Education in America" (Devlin, 1998).
2. State the argument presented in the article.
  - While many people believe websites and advertising can provide simplicity in our lives, Devlin responds by saying "In short, the much ballyhooed promise of computers for education has yet to be realized."
3. Summarize the article in a 'nutshell' statement. The nutshell statement is a short restatement of the article's main point. This statement is usually 1-2 sentences and does not give details. It only gives the main point of the article.
  - He believes that finding information and retrieving it from the Internet is long and tedious.
4. Write down the supporting details for the author's argument and back them up with quotations or paraphrases.
  - The Internet is cluttered by commercials, eats money, and there are not enough mentoring programs to lead students through the maze of information on the Internet. Devlin believes that the cost of a personal computer plus Internet bills is too much for families. He also notes that without mentoring programs, kids will "continue to prefer TV and their friends to cyberspace."
5. Write down the author's conclusion about his or her argument.
  - Despite the rise of technology in recent years, "The cult of computers is still an empty promise for most students" therefore we still have a long way to go before computer use becomes widespread throughout society.

### Example of a completed summary

"Computers and Education in America" (Devlin, 1998) is a discussion on the rise of computer technology. While many people believe websites and advertising can provide simplicity in our lives, Devlin responds by saying "In short, the much ballyhooed promise of computers for education has yet to be realized." He believes that finding information and retrieving it from the Internet is long and tedious. The Internet is cluttered by commercials, eats money, and there are not enough mentoring programs to lead students through the maze of information on the Internet. Devlin believes that the cost of a personal computer plus Internet bills is too much for families. He also notes that without mentoring programs, kids will "continue to prefer TV and their friends to cyberspace." Despite the rise of technology in recent years, "The cult of computers is still an empty promise for most students" therefore we still have a long way to go before computer use becomes widespread throughout society.<sup>1</sup>

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<sup>1</sup> [colostate.edu/guides/teaching/summaryresponse/printformat.cfm?printformat=yes](http://colostate.edu/guides/teaching/summaryresponse/printformat.cfm?printformat=yes)