

STUDENT HOW TO'S

HOW TO WRITE A SUMMARY

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1. Read the material and distinguish the main ideas from the details.
2. List the main ideas in phrase form.
3. Group the main ideas into logical categories—the order in which you read the main ideas is not always the best order for writing a summary.
4. Combine the main idea phrases into a paragraph using transition words—include a topic sentence.
5. Proofread a first draft for punctuation, spelling, and unity.
6. Make a final copy.

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