

CRITERIA FOR WRITING A SUMMARY PARAGRAPH

1. The topic sentence of the summary paragraph should have the following elements:
 - a. The writer's full name
 - b. The full title of the article in quotation marks
 - c. A paraphrase of the writer's thesis statement
2. Write down the writer's main ideas in sequence. Use paraphrases and summaries in order to do so.
3. Add transitional devices. Make links between body sentences.
4. Add a concluding sentence at the end of the summary that restates the thesis and summarizes the main points in the paragraph.
5. Do not put your opinion at any point in the summary paragraph. Stay neutral and objective throughout the paragraph.
6. You may insert one or two judiciously chosen quotations. All quotations must be both introduced and glossed.
7. Stick with the main points in the summary paragraph. Do not include details.
8. Use signal phrases throughout the summary paragraph though not every sentence. These are sometimes referred to as author tags or attributive tags.