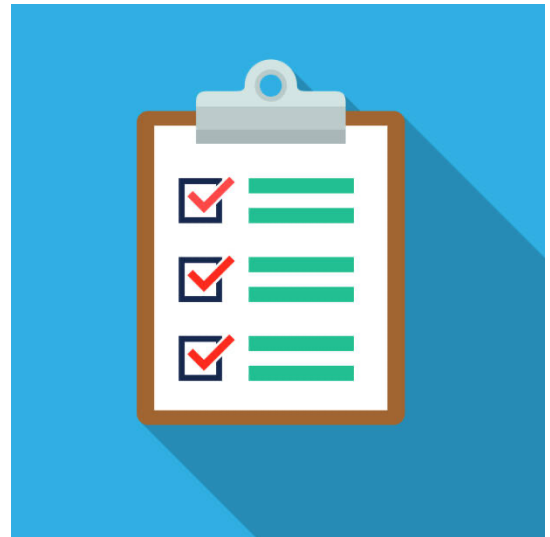


## Summary Writing Checklist

### Reading (I have...)

- shown an understanding of my source(s)/ original text;
- found the main idea of my source(s)/ original text and at least two supporting details;
- taken the whole text into account;



### Writing (I have...)

- written in complete sentences;
- omitted nonessential information and unnecessary words;
- organized my ideas clearly to help my reader follow and understand my summary;
- used transitions to link my ideas;
- not** included opinion statements;
- used third-person point of view consistently;
- used a consistent verb tense;
- cited my sources, if appropriate.

### Revising and Editing (I have...)

- used the stages of the writing process to revise my work;
- asked a peer to read and critique my summary;
- checked my grammar, spelling, and punctuation;
- created a summary that will appeal to my audience and meet my purpose.