

Appendix 19

Checklist for a Summary

Name: _____

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;
- made appropriate connections to my source(s)/original text;
- taken notes on key points.

Planning

I have...

- planned my summary using rough notes.

Writing

I have...

- written my summary 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;
- conveyed an effective tone through word choice and level of language;
- not included opinion statements;
- written an effective paragraph or series of paragraphs;
- used third-person point of view consistently;
- created a beginning, middle, and end that flow using connecting words and linking sentences;
- 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.

Producing

I have...

- neatly and clearly written or typed my final copy.