

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.