

How to Write a Summary

A **summary** is a shortened version of a text and includes the main ideas.



1

Read the text carefully.
Find the main idea of the text.



2

Find 2-3 specific details
that support the main idea.

3

Write 3-5 sentences using your
own words and details. Make sure
you incorporate the main idea.



4

Do NOT include opinions or
personal feelings in the
summary. Just summarize
the main idea and details.





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