

Summary Writing

What to include

1. Information about the material you are summarizing.

-identity of writer/speaker (name, position, title)

-title of the article/book, details of the occasion/event, venue

-date, year, etc.

2. Main idea stated in the material (paraphrasing / quoting of key words)

3. Outline of supporting evidences and reasons (paraphrasing / quoting of key words)

4. Reporting words

Strong statement	Neutral statement	Counter-argument	Suggestion	Evaluation
argue	state, report	oppose	suggest	examine
claim	show, illustrate	deny, refute	recommend	investigate
insist	indicate, explain	disagree	propose	approve, support
assert	point out	argue		condemn
urge	remark	against		criticize, attack
demand	discuss,	reject, refuse		reproach

	observe	denounce		doubt, question
	maintain	contend		
	reveal			

5. Referring words (e.g. “according to ~”, “in ~’s view”)

What not to include

- subjective comments and opinions about the material
- interpretation of the material
- direct quoting of substantial parts of the material (phrases, sentences)
- misrepresentation of the material
- conclusion