

Tips on Writing an Article Summary for AHS 102

What is a Summary?

To write a summary, you need to know *what* a summary is:

- Briefly, an article summary is a **condensed (shortened)** version of an article, where you list in paragraph form the **article's main points**.

Step 1 — Read & Take Notes

- First - read the article and understand what it is about.
- You may need to look a word or two up in a dictionary to help you understand what you read
- If you **cannot** understand what you are reading, you may want to find a different article. You can't summarize what you don't understand.
- Ask yourself "What is the main point of the article?"
- Don't be too worried about details of the article—you won't be including many in your summary.
- What are the supporting points that back up the main point?
 - Look at how the article is organized. Are there headings or sections? If so, this helps you identify the supporting points of the article.
 - As you read the article (you may want to read it more than once), take notes on the topics covered in the article. You can list these topics and use them as an outline for your summary.
- After reading, make a brief outline to help you prepare to write the summary
 - Jot down the main point of the article. Put them into your own words.
 - List the supporting points that back up the main point of the article.
 - Do not include many details (facts, figures, data, statistics, etc.) from the article—you are *summarizing*, not restating, the article.

Step 2 — Write the Summary

- Imagine that you are writing to someone who knows nothing about the health sciences. Write simply and clearly so they can understand.
- Use transition words (first, next, finally, etc.) to organize your summary as you move from point to point.
- Avoid plagiarism! As you write, put the summary in *your own voice*.
 - What's "in your own voice?" You may need to repeat certain key words from the article, but the summary will sound like you wrote it and not like the original article.
 - **Do Not** copy word for word or just change a few things around from the original. Remember, taking a sentence or sentences from the article and just removing a word or changing a few words around is **plagiarism!**

Step 3 — Review the Summary

Questions to ask yourself:

- 1) Have I written it in my own voice and not copied from the article?
- 2) Have I focused on the main points of the article?
- 3) Can someone who hasn't read the article understand my summary?
- 4) Have I used transition words (first, next, finally) to help move from point to point?
- 5) Have I met the assignment requirements (word limit, etc.)?
- 6) Is it free of grammar and punctuation errors or do I need to visit the TLC?