**Writer’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Grade:\_\_\_\_\_\_\_\_\_\_\_\_**

**Summary Writing Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **Mostly** | **No** |
| 1. Did the writer mention the author and the title of the article in the first **sentence? [Note:** If it is a title is it in quotation marks, if it is a book it is in italics, and the author(s)’ name(s) are spelled correctly, and it is a complete sentence **not a fragment**.)  |  |  |  |
| 2. Did the writer **identify the main idea** (*summary thesis*) at the **beginning** of his/her summary?  |  |  |  |
| 3. Did the writer include all the important points? |  |  |  |
| 4. Did the writer leave out the unnecessary details such as examples? |  |  |  |
| 5. Did the writer discuss the ideas in the order in which they appear in the article? |  |  |  |
| 6. Did the writer keep the author’s meaning, or intent, the same? |  |  |  |
| 7. Did the writer use his/her own words and avoid excessive copying of the text? |  |  |  |
| 8. Did the writer use signal/attribution phrases to refer to the author’s ideas? (e.g. **According to Dr. Bell…,** **The author claims that…She/he also states…**) |  |  |  |
| 9. Did the writer avoid including **his/her** opinion, knowledge or ideas? (That is ONLY the author’s opinion is stated, NOT the writer’s.)  |  |  |  |
| 10. Did the writer discuss the article in the present tense (except if a past tense event/matter occurred in the past)?  |  |  |  |
| 11. Are the writer’s sentences grammatical, that is, correct? |  |  |  |
| 12. Other comments:  |  |  |  |

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