



## Summary Template (Reference)

### Introductory Paragraph

Your introduction must include the following 3 components or features. (They can be combined into complex sentences.)

1. One sentence introducing the title, author, date and source of the article.
2. One sentence statement of the topic or question being addressed.
3. 1-2 sentences *summarizing* the author's main message (overall, what does the article say?).

### Body Paragraphs

Develop your summary in short paragraphs. Generally, write one short paragraph for each of the key points, but these can be combined.

For each paragraph on a key point:

1. Describe the content of the point.
2. Indicate its function in the article as a whole.
3. Use language of attribution.
4. Use transitions between points to capture the logical development of the author's discussion .

### Conclusion

Write a short closing that reinforces the significance of the article.

1. Why is this article important?
  2. How does it add to our knowledge of the topic?
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