

## Summary

A summary is the condensed version of a text. It reduces this text to its core, and reproduces its structure by presenting its main ideas in the same order and proportion. It strictly contains information that is provided in the original text—it does not add information that is provided in related texts.

## Introduction

Do not include an introduction unless the instructions specify otherwise.

## Body

Restate the original text's main ideas in your own words. Make sure to use synonyms and transition words.

- Do active reading. Start by reading the abstract and the headings in order to identify the author's thesis and the text's main ideas. Then, read the text from start to finish and highlight the key terms.
- Make a reverse outline. Extract the main idea from each paragraph, section or chapter for a clear overview of the text's content and structure.
- Summarize the text. Include the information that is essential to comprehension and eliminate details of lesser importance. Respect the word count provided by the professor.

## Conclusion

Do not include a conclusion unless the instructions specify otherwise.