

### What makes a good summary?

1. It is written *in your own words*.
2. It is compact and to the point.
3. Leave out the trivial details.

### How to summarize:

- 1) Cross out things that are repeated.
- 2) Start out with a good topic sentence
  - a) what is the subject about?
  - b) what is the author saying, in general?
- 3) Replace technical terms with more general words or descriptions.
- 4) Keep your opinions to yourself. Cross out anything extra or trivial.