| BEFORE | 1. Determine your purpose.  
|       | 2. Preview the document.  
|       | 3. Prepare to take notes.  
| DURING | 4. Take notes to help you answer these questions:  
|       |   • Who is involved?  
|       |   • What events, ideas, or people does the author emphasize?  
|       |   • What are the causes?  
|       |   • What are the consequences or implications?  
|       | 5. Establish criteria to determine what is important enough to include in the summary.  
|       | 6. Evaluate information as you read to determine if it meets your criteria for importance.  
| AFTER | 7. Write your summary, which should:  
|       |   • identify the title, author, and topic in the first sentence  
|       |   • state the main idea in the second sentence  
|       |   • be shorter than the original article  
|       |   • begin with a sentence that states the topic (see sample)  
|       |   • include a second sentence that states the author's main idea  
|       |   • include 3-5 sentences in which you explain—in your own words—the author's point of view  
|       |   • include one or two interesting quotations or details  
|       |   • not alter the author's meaning  
|       |   • organize the ideas in the order in which they appear in the article  
|       |   • use transitions such as “According to” + the author's name to show that you are summarizing someone else's ideas  
|       |   • include enough information so that someone who has not read the article will understand the ideas  

**Sample verbs:**  
- The author:  
- argues  
- asserts  
- concludes  
- considers  
- discusses  
- emphasizes  
- examines  
- explores  
- focuses on  
- implies  
- mentions  
- notes  
- points out  
- says  
- states  
- suggests