### Summary Checklist

Directions: Check your first draft by answering these questions. If you answered “No” to any question, go back and correct the problem. It is always good to get a second opinion, so consider asking a friend or colleague to check your summary.

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| --- | --- | --- | --- |
|  | **Yes** | **No** | **Fixed** |
| Did you mention the author and the title of the article? |  |  |  |
| Did you identify the main idea at the beginning of your summary? |  |  |  |
| Did you include all the important points? |  |  |  |
| Did you leave out the unnecessary details? |  |  |  |
| Did you write the ideas in the order in which they appeared in the article? |  |  |  |
| Did you keep the summary objective? |  |  |  |
| Did you keep the author’s meaning the same? |  |  |  |
| Did you use your own words? |  |  |  |
| Did you provide a smooth flow of sentences and paragraphs by using appropriate transitions? |  |  |  |
| Did you avoid errors in grammar, spelling, and punctuation? |  |  |  |
| Did you cite your sources appropriately? |  |  |  |
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