

CHECKLIST FOR SUMMARY

1. Does the **Opening Sentence** of the summary provide all the necessary contextual information and present the overall thesis of the article?
2. Is the **Style** of the summary clear and concise?
3. Does the summary maintain a proper **Focus** by presenting all the essential main points of the essay without getting bogged down with unnecessary details?
4. Is the **Tone** objective and neutral throughout? Can you tell whether the author agrees or disagrees with the article?
5. Do the **Attributive Tags** help emphasize the ideas of the article's original author?
6. Does the summary use **Quotations** sparingly and cite them accurately?
7. Is the **Works Cited** entry accurate, complete, and properly formatted?