



## DALLAS BAPTIST UNIVERSITY

### Summary

A summary is a concise restatement of the main ideas of a text. It contains as few details as possible.

#### To Summarize from the Original:

- Include all important ideas
- Use the same time sequence
- Do not include outside ideas
- Do not simply copy word for word: use different wording
- Quote sparingly from the original, using quotation marks and citations.

#### Details to include:

- Should include answers to question words—who, what, where, when, why, and how.
- Details should be used sparingly. If it can be removed without confusing the main idea, leave it out.

*Ex: God decided to flood the Earth because all the humans except Noah and his family were exceedingly evil. Before sending enough rain to drown everything, God commanded Noah to build an Ark and gather two of every species of animal aboard it. Noah, his family, and the animals on the Ark were the only survivors of the massive flood.*

For more help on writing a summary, visit the University Writing Center.