

Steps	Nº
Check what you wrote and compare it to the original text to make sure you have included all the main ideas.	
Check your sentences to make sure you haven't added any new information .	
Find and underline the key words .	
Identify and underline the main idea(s) in the text.	
Identify and underline the points that support the main idea(s) .	
Proofread your final summary to check your spelling and grammar.	
Read the text you want to summarise.	
Rewrite your sentences using appropriate transitions to link one idea to another .	
Write the key words and the main ideas in your own words . (Paraphrase, don't copy.)	