

HOW TO WRITE A REPORTED SUMMARY

A reported summary focuses on reporting the main ideas of a reading in the order they occur. It is intended to convey the ideas as the author intended them to be understood. It reduces the reading to approximately one-third of the original length. To write a reported summary (250 words) please follow the steps below.

Introduction

1. Begin your summary by identifying the author or source of the reading, the title and date of publication in a reporting statement.
 - Subordinate the reporting statement (shorten and combine it) to a sentence or two sentences describing the gist (main idea) of the article.

Note: The date of publication and title of the source document can be put into a citation at the end of the paragraph to minimize the reporting information in the sentence. **For example:**

Brian Martin in the article Technological Vulnerability states that dealing with technological vulnerabilities may be more difficult than identifying them and finding straightforward ways of addressing them (2006, Technology and the Future, ed. Albert Teich).

Body paragraphs

2. Summarize the “high-level” ideas in the passage in the order they occur.
 - Describe these “high-level” ideas in your own words.
 - Avoid “low-level” details.
 - Use present tense for reporting verbs and past tense for historical verbs.

Note: Ideas live in the present, which is why you use the present tense when you report them. Actions that are initiated and completed in the past are expressed in the past tense.

- Avoid direct quotations in short summaries.
- Restate the author’s ideas in your own words.

Note: There isn’t a concluding paragraph because the document summarizes the conclusion of the source document.

Please use your own words when writing a reported summary.