

# Summary Paper Requirements

## Timeline:

- ★ 1: Turn in "Reverse Outline" of Reading \_\_\_\_\_
- ★ 2: Turn in "Outline Practice," including your Planning Outline \_\_\_\_\_
- ★ 3: Bring a rough draft of the SUMMARY Paper to show me and for peer review. \_\_\_\_\_
- ★ 4: Turn in completed Summary Paper electronically \_\_\_\_\_
- ★ 5: Turn in final revision of Summary Paper if needed \_\_\_\_\_

## Requirements of Summary Paper

- ★ **Length:** 500 - 550 words. Not more! Remember: writing too much is not a good thing.
- ★ **Format:** Must be typed and double-spaced.
- ★ **Title:** "Summary of Schlosser Reading" is OK; a more original title would be better. Remember to use special capitals for the title.
- ★ **Organization:** This paper is organized like any essay you've written before (Intro, Body, Conclusion; Hook; Thesis statement; interesting title; restatement of Thesis in Conclusion). The big difference: The Body is NOT your own, original ideas. Rather, it is a summary of another reading.

## More on the Content of the Summary Paper

Introduction: The intro. is usually quite short, and you MUST give the author's full name and the book title in the Intro.

*Example of an acceptable Introduction:* "Recently, I read a chapter from Fast Food Nation, by Eric Schlosser. Schlosser writes about workers in fast food restaurants, including who they are, why they are chosen, how they are trained, and how they are treated."

Body: The goal of a summary paper is to give the reader the most important points of a reading in a shorter, briefer form. The writer avoids 'experimental' or 'artistic' style. You're trying to make life easier for the reader.

The language of a summary paper is the writer's own. The Body is **not** a long quotation. The writer is trying to simplify a difficult reading, so they must simplify the language. A few quotations are acceptable, but avoid long quotes.

Include all major ideas from the book excerpt. Leave out less important ideas; leave out most supporting examples. Use your outline to guide you in choosing which ideas are "major" and which are "less important." What is a "major idea"? There is no single correct answer! You may have a different opinion than me or your classmates on some ideas. However, there are some ideas that everyone should agree are important; we'll discuss these in class.

If you use sentences copied directly from the book excerpt, use quotation marks and give the author's name. Since your goal is to be brief, don't use a lot of quotes: maximum four.

Conclusion: Explain your own reaction to the reading here. Include your opinion, what you liked or disliked, and how the reading made you feel. This is the **ONLY** place in the summary paper that you will include your opinion.

## Grading of Summary Paper assignment

Due:	<b>Planning Outline:</b>	10 points max	
Due:	<b>Summary Paper:</b>	0, 1 or 2 points possible	
Due:	<b>Revision – if required</b>	(Must revise until you have 1 or above)	

**Here is the rubric I use to grade the paper.**

<b>Assignment: Summary Paper</b> <b>Name:</b>  <b>Total score:</b>	<b>Format:</b> spelling? punctuation? titles? paper overall?
<b>Content:</b> gave author and title in Intro? well-chosen? (Did you focus on important ideas, or include less important details?) appropriate length?	<b>Grammar:</b> Were there many ... ★ Global errors? ★ Local errors?
<b>Organization</b> Introduction – <ul style="list-style-type: none"> <li>▪ hook?</li> <li>▪ thesis statement?</li> </ul> Body – <ul style="list-style-type: none"> <li>▪ clear topic sentences?</li> <li>▪ transitions?</li> </ul> Conclusion – <ul style="list-style-type: none"> <li>▪ appropriate?</li> <li>▪ some new information?</li> </ul>	<b>Revised drafts</b>  Shows real revision?  Follows instructor advice?