

How to write an effective and successful summary

1. Needs to be clear to someone who hasn't read or seen the original material.
2. You have to mention or insert all the essential information that a person will need to understand without reading the original source . Give only the main points .
3. You shouldn't go beyond the main points . it's important that a summary is brief as possible so don't be too specific whit details like numbers , dates , figures unless it was essential or necessary for the reader to understand it
4. The summary should be concise, brief . don't be too descriptive. So, a good summary should follow the main points of a good paragraph structure (topic sentence , supporting sentence and concluding sentence)

The topic sentence of the summary have to identify itself so you should include or identify the author or the speaker of the original material in the topic sentence . supporting sentences are important in the summary and have to follow the same order of information of the original text.

5. In summary you should use paraphrasing , shouldn't be use direct quotes from the original material and shouldn't be copying and pasting sentences from the original . you should use your own words.
6. You have to be objective . you shouldn't include your opinion . here, you just reporting information from someone else piece of writing.