THE WMC’S GUIDE TO REVISING SUMMARIES FOR ENGLISH 250

1. CONTEXT

- Do you clearly and succinctly identify the thesis of the text in the first sentence of the summary?
- Do you identify the author and title of the piece early in the introduction?
- Do you completely avoid personal opinions in the introduction?

2. SUBSTANCE

- Do you try to anticipate the audience’s needs and concerns?
- Would it make sense to read this summary if you hadn’t read the original piece?
- Do you only include essential details? Delete anything that seems unnecessary.
- Do you sparingly and strategically use paraphrases and quotations to illustrate important points?
- Do you completely avoid personal opinions throughout the piece?
# 3. Organization

- Does the organization of the piece seem deliberate?
- Is there anything about the organization that confuses you as a reader? Think about each sentence individually!
- Does the organization engage the audience?
- Do you use transitions to help guide the audience through your ideas? Transitions should be at the beginning of new paragraphs to show how major ideas connect and within paragraphs to help your audience understand the connection between sentences.

## 4. Style

- Is the writing clear, fluid, and mature? Do you use precise, appropriate, and vivid word choice?
- Are subordination and coordination used effectively? Are there sentences that could be combined to make the writing less choppy?
- Is the writing free from sentence- and word-level errors? Use Grammarly to see what else it can catch. Critically evaluate its suggestions!

# 5. Delivery

- Is the paper double spaced with Times New Roman size 12 font?
- Is there a page number and the author’s last name in the top right corner of the page?
- Does the paper begin with the author’s name, the professor’s name, English 250, and the date on the left side of the page?
- Does the title specify what the text is going to be about? Is it centered and in the same font as the rest of the text with no underlining or bolding?
- Are in-text citations used accurately? Be consistent with MLA or APA style.
- Is an in-text citation included for every outside source used?
- Is there a separate page for the Works Cited? Is it accurate?