



# Steps to Write Summary of Story

RU 202



# 1. Read and understand the question/instructions/ directions

- Example: **Summary of a Story**
- Write a summary of the story. Your writing will be scored on how well you:
  - • identify and discuss the characters, conflict, and setting;
  - • retell the important events of the plot (complications, climax, and resolution) in your own words,
  - except for quotations; and
  - • express the underlying meaning (theme) of the story;



## **2. Read, think about, and understand the text.**

- Review the story to make sure you know it well. Use a dictionary or context clues to figure out the meaning of any important words that you don't know.




### 3. Take notes.

- Write down the important events as they occur in the story.
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## 4. Write an introduction.

- State the title and author of the story. Briefly describe the setting, characters, and conflict.
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## 5. Write the body paragraphs.

- Retell the story in your own words. Describe the most important events from the story including the climax and resolution. The number of body paragraphs will depend on the length of the piece.
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## 6. Write a conclusion.

- Describe how the conflict is resolved. Explain the theme (underlying meaning of the story). What comment is the author making about humankind or society?
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## 7. Revise.

- ▶ Have you indented all paragraphs? Have you captured the main idea of the story? Have you included the most important details?






## 8. Proofread and edit.

- ▶ Check your spelling, grammar, and punctuation. Is the verb tense consistent? Are all names spelled correctly and capitalized? Have you avoided writing run-on sentences and sentence fragments/overwriting?

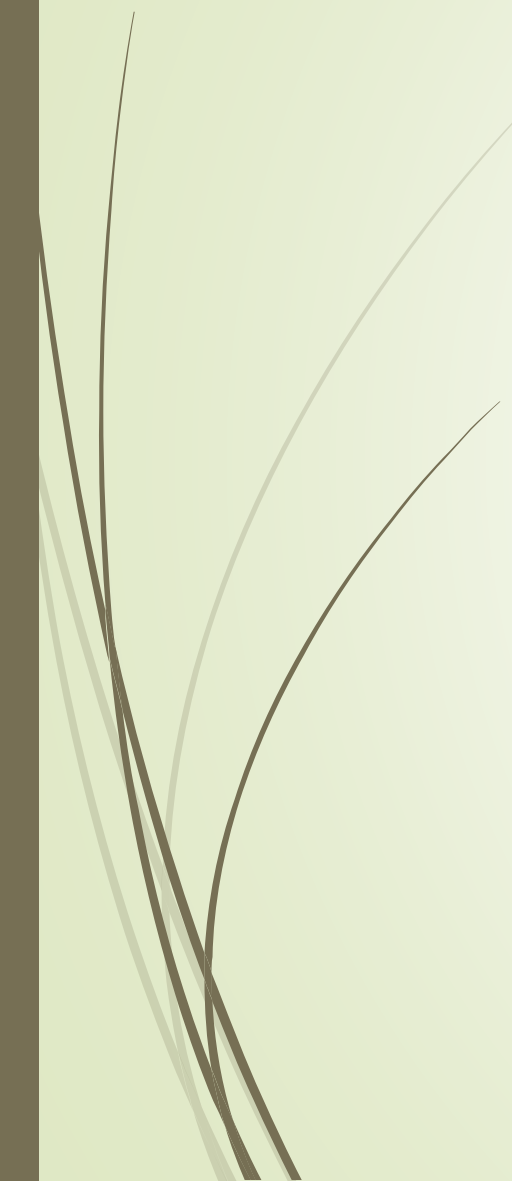


## 9. Write your draft.

- Prepare a draft and include a title on the top line.
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## **10. Read your summary one last time before you turn it in.**

- ▶ Look for careless spelling, punctuation, and grammar errors, especially omitted words or letters. Cross out errors neatly with a single line and write the correction above.
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## ➤ Introduction

- • Start by giving the title of the work, the author's name, and a brief description of the setting.
- • Briefly describe the main characters and how they're related to one another.

## ➤ Body Paragraphs

- • The number of paragraphs in your summary depends on the length of the original story.
- • Begin retelling the important events of the story in your own words.
- • Use transitional words and phrases to connect ideas.
- • Group the paragraphs into related events.
- • Describe the climax—the most suspenseful moment in the story.



## ➤ Conclusion

- • State the resolution of the story.
- • Show your understanding of the story's theme—the author's underlying message.