**How to Write a Summary**

A summary is a shorter, condensed version of the original text or film. A summary only needs to include the main points. The best way to create a summary of a short story, novel, or movie is to begin with and outline of the 5w’s and how.

Step 1: outline

Who:

What:

Where:

When:

Why:

How:

Step 2: use your outline to write your points in full sentences. Your first sentence of your summary should state what it is that you are summarizing (name the movie title, short story, play etc.)

Step 3: edit your paragraph and make sure that you included the 5w’s and how.

Step 4: remember that a summary is in your OWN words.