

ESL 262 Summary Checklist

Name _____

Total score _____

Yes.....No

Format and Organization—20% **Your score** _____

- ◆ ◆ ◆ ◆ Does the introductory sentence include the title of the reading, the author's name, and the author's thesis?
- ◆ ◆ ◆ ◆ Is the author's last name mentioned once more near the end of the summary?
- ◆ ◆ ◆ ◆ Does the summary end in an appropriate concluding sentence?
- ◆ ◆ ◆ ◆ Is the summary an appropriate length? Too long? Too short?

Content—50% **Your score** _____

- ◆ ◆ ◆ ◆ Does the thesis statement accurately convey the author's main idea for the whole reading?
- ◆ ◆ ◆ ◆ Are the main ideas accurately stated?
- ◆ ◆ ◆ ◆ Are all the main ideas included?
Missing main ideas from paragraphs _____
- ◆ ◆ ◆ ◆ Is the summary free of details?
- ◆ ◆ ◆ ◆ Does your summary contain only information that is in the article?
- ◆ ◆ ◆ ◆ Is the summary free of your opinion or reaction?

Language—30% **Your score** _____

- ◆ ◆ ◆ ◆ Are the ideas clearly stated?
- ◆ ◆ ◆ ◆ Is the summary concise and free of unnecessary general statements?
- ◆ ◆ ◆ ◆ Is the summary free of major grammatical and usage errors that interfere with meaning? Are there only a few minor grammar mistakes?
- ◆ ◆ ◆ ◆ Is the vocabulary appropriate and academic?
- ◆ ◆ ◆ ◆ Are transitions used to create smooth, cohesive writing?

Plagiarism—Will result in loss of some or all points

- ◆ ◆ ◆ ◆ Did you state the ideas in your own words and borrow only key concept vocabulary?

na=not accurate nn=not necessary u=unclear v=vocabulary choice g=grammar