

Chapter 16

Summary

When you summarize, you use your own words to briefly report on or explain the ideas from a source such as a book or an essay. You reproduce the contents of a source in a condensed form, focusing on the author's main ideas and reporting them accurately and objectively. You report on the author's ideas but do not evaluate or judge them, so your opinions or ideas shouldn't be included. You must use your own words to express the ideas in the source. If you wish to use the author's words, you must use quotation marks around any words, phrases, and sentences that are the author's.