Summary Template

In _____,
(Include the following: author's first and last name, type of text, title of work)

_____ argues that _____.
(author's last name)

_____

He/she claims that _____

_____

_____ this claim by first _____
(He/She)   (supports / develops)   (Explain what the author is doing: verb)

_____

_____

Next, _____

_____

Finally, _____

_____

_____'s purpose is to _____
(author's last name)

_____

in order to _____

              (describe the effect on the audience or the author's tone)

_____

This work is significant because _____

_____

High-frequency Verbs (for charting and summarizing)

analyzes / analyzing
argues / arguing
asserts / asserting
compares / comparing
contrasts / contrasting
defines / defining
clarifies / clarifying
concludes / concluding
discusses / discussing
develops / developing
extends / extending
explains / explaining
interprets / interpreting
illustrates / illustrating
introduces / introducing
lists / listing
offers / offering
proves / proving
states / stating
suggests / suggesting
summarizes / summarizing
questions / questioning

List of Words to Describe Effect on Audience / Author's Tone

apologize
appreciate
concern
criticize
provoke curiosity
defend
disappoint
encourage
promote enthusiasm
frustrate
provide hope
inspire
inform
judge
mock
promote optimism
demonstrate sympathy / sincerity for
urge / create a feeling of urgency