Writing Exercise #6
Drafting Summary/Response #2

Step One: Review your “Writing a Summary” handout (should be tan or brown).

Step Two: Choose one of the four essays listed on your assignment guide. Read that essay again. If you haven’t already annotated the essay and underlined key points, do that now.

Step Three: Write the key points of the essay below. Remember: only choose key ideas, not minor details.
1. ______________________________________________________________________
2. ______________________________________________________________________
3. ______________________________________________________________________
4. ______________________________________________________________________
5. ______________________________________________________________________
6. ______________________________________________________________________
7. ______________________________________________________________________
8. ______________________________________________________________________
9. ______________________________________________________________________
10. ______________________________________________________________________
11. ______________________________________________________________________
12. ______________________________________________________________________

(If you feel you have additional points, list them on a separate sheet of paper. Remember, though, that your summary should be no longer than about 11 sentences, so choose your key points carefully. That’s one of the challenges of summarizing!)

Step Four: What is the main point of this essay? In your own words, write that main point here:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Step Five: How does the writer conclude? Summarize the writer’s conclusion here in your own words. (Try to avoid relying on a quotation to end your summary.)

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Step Six: Find a quote or two from the essay that you could integrate into your summary. This could be an entire sentence or part of a sentence. Look at your list in Step Three to see if you would like to use a quote for any of those points. The quote(s) should be memorable enough that you want to use the author’s words rather than putting that idea in your own words.

Quote#1:______________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
(note page number of quote: ________)

Quote #2:______________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
(note page number of quote: ________)

Step Seven: Review your handout on writing a response (goldenrod)

Step Eight: Composing a response. Look at the suggested response writing prompts on your assignment guide. Choose one of those or use one of your own ideas. After choosing a response topic, list the main points you want to make in your response here:

• ________________________________________________________________________
• ________________________________________________________________________
• ________________________________________________________________________
• ________________________________________________________________________
• ________________________________________________________________________
• ________________________________________________________________________
• ________________________________________________________________________
• ________________________________________________________________________

Step Nine: Compose a transition sentence to begin your response and write it here:
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Step Ten: Word process a first draft of Summary/Response #2. Bring that to class on the date indicated on your calendar.