A Writing Summary Formula:

Part One:
• Introduce by stating the author’s name and the title of the essay.
• State the main idea in your own words.
  Example: Poet Maya Angelou, in her essay “Our Boys,” tells a story about her experience with a major art collector which illustrates the destructive effects of racism.

Part Two:
• State the major supporting points (the secondary issues) to the main idea.

Part Three: Show how the writer supports the main points. For example, what kind of evidence is provided? What kind of examples are used? Here, you may want to use quotations from the text.