**How to Write a Summary:**

**A summary should:**

* **Be the short version of the story. (Think of the “Elevator Speech-” what you could say to somebody in a short ride in an elevator).**
* **Have the most important parts or things that happened in the story. (In other words, the main idea of the story).**
* **(For a regular summary): Include the plot of the story. This should contain:**
  + **The setting (time and place)**
  + **The main characters**
  + **The beginning, middle/climax, and ending**
* **(For a back-of-book summary): NOT tell the ending of the story.**
* **Be interesting and suspenseful. It should encourage the reader to read the whole book/story.**
* **NOT be longer than 1 paragraph or around 5 sentences.**

**To Help You Write the Plot:**

1. **WHO? Who are the characters?**
2. **WHERE? Where does this story take place?**
3. **WHEN? When does this story take place?**
4. **WHAT? What is this story about from start to finish?**