**Summary Paragraph Revision Guide**

**Step 1**: Read the summary and edit anything that initially stands out to your group.

**Step 2**: Read the summary looking **only** for the SOAPS elements. Highlight each element that you find, and make a note if any element of SOAPS is missing.

**Step 3**: Read the summary looking **only** for the main idea/thesis of the original document. Underline this sentence in the summary.

**Step 4**: Read the summary looking **only** for the key supporting ideas/details of the original document. Put a star next to each supporting idea.

**Step 5**: Look for MLA format. Make a note if anything is incorrect.

Times New Roman Font

Size 12 Text

Double-Spaced

Includes MLA header

Text is NOT centered; it should be aligned with the left side of the paper

The first line of the paragraph is indented

**Step 6**: Read the summary **out loud**. Stop after each sentence. Discuss if it is a complete sentence or not. Make a note on the paper if the sentence is a fragment or run-on.

**Step 7**

**Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | Weak | No |   |
|  |  |  | First sentence of the summary gives the title and writer(s) of the original document |
|  |  |  | Clearly includes each element of SOAPS and they are specific |
|  |  |  | The main idea or thesis of the original document is summarized in the second sentence of the summary |
|  |  |  | The key supporting details (at least three) are included after the thesis |
|  |  |  | The summary uses MLA format |
|  |  |  | The essay uses complete sentences |
|  |  |  | The essay does not have any major grammar, spelling, or punctuation errors |