

# NON-FICTION SUMMARY WRITING RUBRIC

## Writing Across the Curriculum

Although summary writing, a common type of academic writing, can be assigned as a specific assignment, it also is a good way to have a record of what you have read for a specific course to use for study and reflection. As in learning any writing skill, writing a good summary takes practice. To create a successful summary, all stages of the writing process must be used.

### Key Instructional Elements:

- Has a main idea/concept
- Includes important facts and details
- Is in the writer's own words
- Direct use of text from selections should have quotation marks
- Reflects underlying meaning
- Includes details in logical order

4 EXCELLENT	3 GOOD	2 BELOW AVERAGE	1 INEFFECTIVE
The summary begins with a clear <b>topic sentence</b> that states the main idea of the selection. <b>Title and author</b> of text are included if appropriate.	The summary begins with a topic sentence that states the main idea of the selection. Title and author of text are included if appropriate.	The topic sentence may not state the main idea clearly or the main idea may not appear at the beginning of the summary. Title or author may not be included.	The summary does not state the main idea of the original selection. Title and author are not included.
All <b>important details</b> are included.	Important details are included but some might be missing.	Some critical information is missing.	Contains only some details.
Details are in <b>logical order</b> .	Ideas are in logical order.	Ideas are in random order and not logical.	Ideas are not in a logical order.
Demonstrates clear <b>understanding</b> of information in the text.	Demonstrates adequate understanding of information in the text.	Demonstrates basic understanding of information in text	Demonstrates little or no understanding of information in the text.
Paraphrases information using <b>own words</b> .	Paraphrases information using own words, as well as phrases and sentences from the text.	Substantial copying of key phrases and minimal paraphrasing.	Substantial copying of indiscriminately selected phrases or sentences.
<b>No errors</b> exist in spelling, grammar, punctuation, capitalization, and sentence structure.	Minimal errors exist in spelling, grammar, punctuation, capitalization, and sentence structure.	Few errors exist in spelling, grammar, punctuation, capitalization, and sentence structure.	Numerous errors exist in spelling, grammar, punctuation, capitalization, and sentence structure.