

Summary Type	What does it look like?	How will it help me become a better writer?
Sentence (Gist)	This single sentence answers some or all of the following questions about the topic: who, what, where, when, why and how.	Practicing single sentence (gist) summaries will improve the ability to write thesis statements.
Paragraph 1 2 3	This paragraph includes an introductory sentence identifying what is being summarized plus three key points.	Practicing paragraph summaries will improve the ability to write well across genres. Notice that most genres require a gist or paragraph summary.
Essay	This essay typically includes an introductory sentence identifying what is being summarized plus three key points. It also includes supporting details for the three key points.	Practicing essay summary writing will improve the ability to write well across genres. Notice that this basic essay structure follows clear, specific guidelines.