

## ✓ ■ CHECKLIST for Usability of Summaries

*Use this checklist to refine your summaries. (Page numbers in parentheses refer to first page of discussion.)*

### **Content**

- Does the summary contain only the essential message? (198)
- Does the summary make sense as an independent piece? (200)
- Is the summary accurate when checked against the original? (200)
- Is the summary free of any additions to the original? (199)
- Is the summary free of needless details? (199)
- Is the summary economical yet clear and comprehensive? (200)
- Is the source documented? (200)

- Does the descriptive abstract tell what the original is about? (208)

### **Organization**

- Is the summary coherent? (233)
- Are there enough transitions to reveal the line of thought? (234)

### **Style**

- Is the summary's level of technicality appropriate for its audience? (200)
- Is the summary free of needless words? (199)
- Are all sentences clear, concise, and fluent? (244)
- Is the summary written in correct English? (Appendix C)

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