Summarizing Checklist

| Guidelines | √/- | Notes |
|---|-----|-------|
| Is the summary comprehensive? | | |
| Is the summary concise? | | |
| Is the summary coherent? | | |
| Is the summary objective? | | |
| Is the summary in third person? | | |
| Is information in the summary in a logical order? | | |
| Are the verbs in the summary in the <i>simple present tense</i> where necessary? Are intentional verb tense shifts | | |
| appropriate? | | |