**Assignment #1: Summarize (Summary)**

The purpose of this assignment is to demonstrate how well you can correctly identify and summarize a writer’s argument (or arguments) in a composition. In addition, you will need to also capture the rhetorical situation - this can include the stance the writer takes, the audience they may be writing for, and the purpose for writing. You will be writing two summaries on the same text: a long one and a short one.

To get started, choose a text of an appropriate length and topic. If you’re not sure what to summarize, ask your instructor for guidance. Read and annotate the text to highlight the argument (or arguments). Take notes on the rhetorical situation.

When you’re ready to begin the writing process, think about the following:

* What is the rhetorical situation of this text?
* What is the main idea, and how is it presented to the audience?
* So what? How might this text influence readers or affect the overall issue?
* Have I only included the information that is necessary for my readers?
* Does the information I have included make sense for my readers who may not be familiar with the text or the topic?

**Cover Letter**

When you are ready to submit your final draft in Week 5, you must include a cover letter at the beginning of this document, before your final draft begins. Your cover letter must summarize and **explain** the revisions you made to your original draft.

**Format & Layout**

[Insert how you want students to format their paper. As the instructor, you can add more specificity to the prompt, so long as you do not change the scope or rigor of the assignment.]

Your final submission will be broken down into two parts:

* A long summary (500-600 words)
* A short summary (150 words or fewer)

Each summary should be on a separate page. Where you paraphrase or quote directly from the article, be sure to include an in-text citation. Include a Works Cited or Reference page at the end of the paper.

**Due Dates**

**\_\_\_\_\_\_\_\_\_\_\_**  First Draft

**\_\_\_\_\_\_\_\_\_\_\_**  Peer Review

**\_\_\_\_\_\_\_\_\_\_\_**  Final Draft

**Let’s Reach for an A!**

The default grade for this assignment (and this course) is a B. If you would like to earn a grade of “A” for this assignment, you must do the following:

In addition to the assignment's main requirements, you should demonstrate how you would use your summary as evidence to support an argument.

For example, you can imagine that you are responding to the author of the article you have chosen to summarize. In this letter, you can either agree or disagree with the author, but you must make your argument using good evidence. In this case, the evidence will be the summary that you used.

You can think of it like a [quotation sandwich](https://woodward.libguides.com/englishpaper/quotesandwich), except instead of a quote, you use the summary – it’s a summary sandwich!

This summary sandwich does not have to be perfect, but it must demonstrate a good faith attempt to try and use your summary to support your argument. **In other words, by doing this, you are practicing using different sources and voices to build and refute your argument.**

*Note: If you want to earn an “A” in this course, you must make good faith attempts to complete the “Let’s Reach for an A!” sections in 2 of the 3 major assignments.*

**Final Submission Checklist**

* I have included a cover letter as the first page of my assignment where I summarize and explain what revisions I made to my draft.
* I have included a long summary and a short summary on separate pages.
* I have discussed the rhetorical situation.
* I have captured the writer's arguments and discussed the “so what?” effect of the article.
* I have only included the information necessary for my readers, keeping in mind that they may not be familiar with the text or the topic.
* If I want to earn an "A," I have made a good faith attempt to fulfill the requirements in the "Let's Reach for an A!" section.
* I have included in-text citations and a Works Cited/Reference page.
* I have formatted my paper [as my instructor has described.]
* I have saved the document as a .pdf or .docx file for submission.