[Title]

[Name of the Writer]

[Name of the Institution]

[Title]

 Writing can be a hectic thing; a writer has to think in many dimensions and come up with the best possible idea, so that it can impress the readers. A good writer is one who possesses the quality to make a reader visualize the situation and make him or her feel like it is happening with them. Most of the time, it is true for creative writing. In the case of writing summaries and reviews the scenario is a little bit different. All the work has already been done by the original writer or author; the second author or writer has only to grasp the main idea of the original reading and elaborate that idea presented by the first author. In some cases, the second author has to shorten the whole article, as well, and include their own views or opinion in the summary as well.

 A recently went through a very useful article regarding summarizing different forms of readings. The article made the summarizing look much easier and a fun job. It provided the strategies for writing a good summary especially in the case of analytical summaries. The writer laid out the plan for summarizing different pieces of literature in a very elaborated and logical way so that the reader can easily understand that what steps should be followed, in order to write an excellent summary. At the very first step, the writer advised the readers to go through the whole piece of literature, to be summarized, very carefully. On the second stage, the reader should select the important information that needs to be mentioned in the summary and without which the summary will be incomplete. After that, the writer should once again go through the reading point and check if they have not missed any point. Final; they should make a rough draft and then form complete writing of the rough draft.