

Anatomy of a Summary

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The opening sentence identifies the article that you're summarizing and its author. It also mentions all the main ideas in the article.

The article "Private Detectives and Investigators" by Michael Ryall describes the duties, working conditions, and qualifications and training of detectives and investigators. Ryall begins by describing the various duties of

detectives and investigators. He states that private detectives and investigators help both businesses and the public with many different kinds of issues and problems.

They engage in a variety of tasks including gathering evidence and carrying out

investigations. In addition to these tasks, they perform surveillance and search for

records and other useful information by interviewing people, by collecting

evidence, or by verifying facts. Private detectives and investigators who are

employed by stores are responsible for controlling the theft of products. They are

responsible for protecting store merchandise and for arresting anyone who steals.

Ryall also discusses the working conditions of private detectives and investigators.

Sometimes detectives and investigators work from their offices but at other times

they are expected to do work in places ranging from seedy bars to more luxurious

and pleasant environments. They may have to work long hours especially when

performing surveillance. Finally, Ryall concludes the article by informing readers

about the necessary qualifications needed to become a detective or private

investigator. Normally a high school diploma and strong communication skills are

enough to become a private investigator; however, sometimes detectives may have

to undergo specific training through specialized courses.

Notice the use of reporting verbs. They are especially effective when you introduce each main idea or point out the organization of the text.

Summaries do not usually have a concluding sentence.