



H o w t o d o a B o o k S u m m a r y

You can use the chart on the following page or your own paper to record your insights on the book summary.

1. Review your Book Survey.
2. Reread the book one to three times.
3. List chapter titles and key verse for book. Revise if necessary.
4. Write out what you believe to be the theme of the book and its significance for today.
5. Outline or summarize the book using your chapter outline as a guide. Do not necessarily limit yourself to chapter divisions.
A good outline has 2-4 main divisions.
6. List your applications.
7. Reread the book, comparing your chapter titles and your outline.
8. Consider your book title. Have you chosen one that uniquely describes the book you have studied?
9. List major lessons and challenges from the book.

OPTIONAL

10. Memorize book title, chapter titles, and key verse(s).
11. Mark sections that would be especially helpful in teaching or helping someone else. You can make a diagram, an outline, or an illustration to help communicate the truth of these key passages.
12. Collect all your studies, summary and survey in a notebook or file for future reference.

Book Summary

Summary	Book Title:	Author of Book:	Key Verse:
	Theme of Book:		Significance of Book:
Titles			
Chapters			
Key Verses			
Book Outline and/ or Summary			
Applications			
Major Lessons and Challenges			
Key Sections for Teaching			