Reading Report Format

Write the summary of each book or excerpt read using the following guidelines. A summary that does not follow this format will not be accepted. Below is an explanation of the format.

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READING REPORT (1 of 2)   Course: Church Leadership [change to fit each of the courses]

Author’s last name, first name
Copyright    Title of the Book. Place of Publication: Publisher.
“Excerpt” and number of pages read, or if it is a book, number of pages in the book


Short Synopsis of Contents in Paragraph Form
(Summarize the content in approximately 500 words. Double-space.)

Importance of the book (excerpt) in relation to what we have studied in this course.
(How has this book or excerpt helped you? Two or three paragraphs. Double-spaced.)

Personal reaction to what you have read
(What did you agree or disagree with? How has this book/excerpt impacted you? Write a personal reaction of at least 150 words. Double-spaced.)