

Steps to writing a competent summary:

- 1) Carefully read the selection.
 - 2) Re-read the text and mark information that is relevant to the reading purpose.
 - 3) Pause to connect ideas within the text.
 - 4) Make a list of the most important information in the paragraph or section. Be sure to leave out nonessential descriptions and other supporting details.
 - 5) Try to write one sentence that includes all of the relevant information in the paragraph. If the paragraph is long, you may need to write two sentences.
- 2) Read your paragraph. Check to be sure that you have included enough information so that someone who has not read the selection would understand the main points. Your summary should not be more than one-fourth to one-third the length of the original passage.

Consider the following when writing a summary:

- Use your own words, except for important content words.
- Do not include your own ideas or comments, such as "I think..."
- Do not repeat ideas or change the author's meaning.

When summarizing the whole text...

- 1) Copy your summary sentences into a paragraph and use transitional language in order to logically create relationships between ideas.

Summarizing Sections of Expository Texts

Independent Practice

Title of Work: _____

Author: _____ Type of Text: _____

Paragraph # _____

1. What is this paragraph or section about? What is it saying?

2. On the lines below, record essential information from the reading passage that is relevant to your reading purpose.

3. Seamlessly combine ideas from above into one (or two) concise summary sentence(s).
