

How To Write A Summary

1. Read the material and identify the main ideas.
Distinguish the main ideas from the details.
2. Write the main ideas in phrase form. The main ideas can be noted in a list, in a topic web, or in the left column of two-column notes.
3. Begin the summary with an introductory statement.
4. Turn the main ideas into sentences, occasionally including details when it is necessary to convey the main idea.
5. Combine the sentences into one or more paragraphs.
6. Use transition words to connect the sentences and the paragraphs.
7. Proofread the summary for punctuation, spelling, sentence structure, and content.

Summary Template

1. List the main ideas in phrase form.

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

2. Write an introductory sentence that states the topic of the summary.

3. Turn the main ideas into sentences using your own words. You can combine some of the main ideas into one sentence.

- _____
- _____
- _____
- _____
- _____
- _____
- _____

4. Add transition words from the list below or from the transition poster.

first, next, finally, before, after, during, later, also, another, in addition, in conclusion, to sum up, similarly, however, on the contrary, most important, for example, as a result, therefore

5. Proofread and edit your summary.

Summary Template

Nichols Middle School

1. List the main ideas in phrase form.

- Gym: loud and active
- Cafeteria: talk w/ friends, find out latest news
- Corridor: The place to be for as long as possible
- School is a pretty good place to be.
- _____
- _____
- _____

2. Write an introductory sentence that states the topic of the summary.

There are three areas of Nichols Middle School where "all the action happens."

3. Turn the main ideas into sentences using your own words. You can combine some of the main ideas into one sentence.

- The gym is where we can be loud and active.
- The cafeteria is where, for twenty minutes, we can talk to our friends and find out the latest social news.
- The corridor outside the seventh grade wing seems to be the place where everyone just wants to be - and we try to stretch out the three passing minutes as long as we can.
- We may complain about school, but this is a pretty great place to be.

4. Add transition words from the list below or from the transition poster.

first, next, finally, before, after, during, later, also, another, in addition, in conclusion, to sum up, similarly, however, on the contrary, most important, for example, as a result, therefore, beyond, in short

5. Proofread and edit your summary.

There are three areas of Nichols Middle school where "all the action happens." First, there is the gym, where we can be loud and active. Beyond the gym, there is the cafeteria, where, for twenty minutes we can talk with our friends and find out about the latest social news. Finally, the corridor outside the seventh grade wing seems to be the place where everyone just wants to be - and we try to stretch out the three passing minutes as long as we can. In short, we may complain about school, but this is a pretty great place to be.