

Summarization Steps

1. Read the text in full and make sure you completely *understand* the text.
2. Ask yourself:
 - a. How many main ideas are there?
 - b. What are the main ideas?
 - c. Where are the main ideas located?
 - d. What are the primary supporting ideas?
3. For each main idea, underline key words that give the main ideas and primary supporting details. ~~Cross out~~ phrases that provide secondary supporting details.
4. Write a topic sentence that expresses the main idea (paraphrase this)
5. Paraphrase supporting ideas in order to put the information in your own words.
6. Review your summary:
 - a. There should be 1-2 sentences for each main idea.
 - b. Check that your summary expresses the same meaning as the original.
 - c. If your summary's words are too similar to the original, paraphrase more using additional strategies and synonyms.