

Objective Summary

Name _____ Period _____

Guidelines for Writing the Summary

- Focus on the central ideas from the text.
- Omit supporting or minor details.
- Write only enough to convey the central idea (**4-5 sentences maximum**).
- Organize the information clearly.
- Restate the information in your own words. **Do not copy from the text.** You are **not** citing textual evidence like you have practiced in other situations.
- **Do not** include any opinions or personal thoughts.

Part 1: Writing the Topic Sentence

1. Name It: Identify the title of the text and the author.
2. Verb It: Use one of the following “summary” verbs: **shows, describes, explains, discusses, lists, explores, illustrates, teaches, compares, states.**
3. CI (central Idea): Identify the central idea of the text.

Part 2: Summarizing Essential/Key Ideas

If the article DOES NOT have subheadings:

Pick 1-2 ESSENTIAL details from the beginning of the text, 1-2 from the middle of the text AND 1-2 from the end of the text.

If the article DOES have subheadings:

Pick 1-2 ESSENTIAL details from the introduction section and from each subheading. The essential details from the subheading = the CI of the subheading.

Guided Practice: “Stomp Out Bullying”

Name it	Verb it	Central idea

Key Details
