

HOW TO TEACH STUDENTS TO SUMMARIZE

To **summarize** is to construct a brief statement about the main parts of a text so that the reader can quickly digest the most important information.

A SIMPLE SUMMARY INCLUDES THE FOLLOWING



One opening statement that outlines the gist of the text



One to two statements about the big ideas from the text

Literature

For literature or narrative text include a statement about:

- ✓ The setting
- ✓ The main character described in one adjective
- ✓ The climax
- ✓ The resolution

Informational Text

For informational text include a statement about:

- ✓ The purpose of the text
- ✓ The central idea
- ✓ The structure of the text
- ✓ Two supporting points



A concluding restatement of the gist of the text

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	LITERATURE	INFORMATIONAL TEXT
STEP 1	Teach and model how to scan text and highlight three adjectives or phrases describing the setting.	Teach and model how to look at headings, sub-headings, italicized words, bolded words, pictures, diagrams, labels and captions to see what hints these give about the central idea.
STEP 2	Teach and model how to scan text and highlight three adjectives or phrases describing the main character(s) of the text.	Teach and model how to determine the purpose of/for the text. Did the author write to entertain, persuade, provide an opinion, compare and contrast two things or inform you about a topic?
STEP 3	Teach and model how to scan text and highlight several words or phrases describing three important events in the text.	Teach and model how to look at the structure of the text and how the text is organized. Is it chronological, flashback, multiple perspectives or in order of importance?
STEP 4	Teach and model how to scan text and highlight several words or phrases describing the climax of the text.	Teach and model how to condense notes from Steps 1-3 and produce a statement about the central idea of the text.
STEP 5	Teach and model how to cross out unimportant or unnecessary information.	Teach and model how to determine the two to three most important points in support of the central idea.
STEP 6	Teach and model how to refine notes to include key terms and vocabulary from the text.	Teach and model how to refine notes to include key terms and vocabulary from the text.
STEP 7	Teach and model how to use the notes from Steps 1-6 to create a Simple Summary (refer to "A Simple Summary" from the front of this tab).	Teach and model how to use the notes from Steps 1-6 to create a Simple Summary (refer to "A Simple Summary" from the front of this tab).
STEP 8	<p>Teach and model how to determine whether a summary is objective by asking these questions:</p> <ul style="list-style-type: none"> • Have I used ideas and terms directly from the text? • Could someone who had not read the text previously have the gist of it following my summary? 	<p>Teach and model how to determine whether a summary is objective by asking these questions:</p> <ul style="list-style-type: none"> • Have I used ideas and terms directly from the text? • Could someone who had not read the text previously get the gist of it from my summary?