

Name _____

Summary Note-Taking Outline

Text Information

- ▶ Record information about the text.

Text Type: _____

Title: _____

Author (if stated): _____

Topic: _____

Topic Sentence

- ▶ State the information about the text in your own words.

In the _____
(text type)

titled _____
(title)

(the author/the writer/author's name)

_____ (verb) _____ (topic)

Important Details

- ▶ List important details from the text in your own words.

1. _____

2. _____

3. _____

4. _____

Concluding Sentence

- ▶ Restate the author's conclusion in your own words.



Name _____

Summary Writing Frame

In the _____
(text type: news article, science text, other)
titled _____
(title)

_____ (the author/the writer/author's full name) _____ (verb: focuses on, discusses)

(topic)

First, _____ (the author/the writer/author's last name) _____ (verb: explains, points out)

(important detail)

Next, _____ (the author/the writer/author's last name) _____ (verb: states, informs readers)

(important detail)

Also, _____ (the author/the writer/author's last name) _____ (verb: reports, explains)

(important detail)

In addition, _____ (the author/the writer/author's last name) _____ (verb: describes, mentions)

(important detail)

Finally, _____ (the author/the writer/author's last name) _____ concludes by



Summary Reference Sheet

Language for Summarizing

► Use these sentence frames and verbs that summarize to write a summary.

<i>The author/The writer or (name of author)</i>	<i>explores discusses focuses on</i>	(topic)
	<i>points out states tells readers reports describes explains</i>	<i>that/how</i> (important detail)
	<i>concludes</i>	<i>that/by</i> (conclusion)

Scoring Guide

► Use this scoring guide to rate your summary.

Scoring Guide			
needs improvement	average	good	excellent
1	2	3	4

1. Does the topic sentence include the text type, title, author, and topic of the text?
2. Do you include the important details from the entire text?
3. Do you leave out unimportant details?
4. Do you state the topic and important details in your own words?
5. Do you include verbs that summarize throughout?
6. Do you present details in a logical order?
7. Do you include relevant Target Words from the Workshop?

1	2	3	4
1	2	3	4
1	2	3	4
1	2	3	4
1	2	3	4
1	2	3	4
1	2	3	4

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