

Formal Summary Notes and Tools

A _____ provides an _____ overview of the topic and communicates the important details _____ from an informational text. It should be significantly _____ than the original text. The writer _____ but writes mainly in his or her own words _____. A formal summary _____ on the topic.

#1: **Topic sentence:** the topic sentence includes the _____ (i.e. magazine article, newspaper article, website, blog), _____, and _____ (what the article is about).

One strategy for writing a topic sentence for a summary is “**Name it, Verb it, and Big Picture**”.

“**Name it**” - state the _____. Be sure to punctuate the title correctly.

“**Verb it**” - select a _____ that identifies what the author is doing (the author’s purpose for writing the text or a part of the text). Examples include: investigates, explores, presents. See the **Citation Verbs Resource** for suggestions.

“**Big picture**” - _____. What is the topic of the text?

Name It	Verb It	Big Picture
“Fit After Fifty” Daniel Lewis Article	explores	safe ways for “fifty-somethings” to begin a fitness program.

Put it together.

In the article titled “Fit After Fifty”, Daniel Lewis explores safe ways for “fifty-somethings” to begin a fitness program. (Here the author is performing the action.)

Or

The article “Fit After Fifty”, by Daniel Lewis, explores safe ways for “fifty-somethings” to begin a fitness program. (Here the article is performing the action.)

#2: **Detail sentences:** the detail sentences include the _____ (central ideas) from the summarized text in order, citation verbs, and precise topic vocabulary.

#3: **Concluding sentence:** _____ the author’s conclusion _____.

Analyze an Example

Below is a student's summary of Dora Rodriguez's magazine article, "Food Fight". Read the summary and complete the analysis below.

In her magazine article "Food Fight," Dora Rodriguez investigates whether junk food should be available in schools. To begin, Rodriguez points out that there are many people who feel providing junk food communicates that a poor diet is acceptable, even though it leads to obesity and other serious health problems. The author reports that those who oppose a ban on junk food say the snacks give students who spend long days at school extra energy and is a way for schools to make extra money. In addition, she explains that some supporters of a ban believe the government should address the problem while others feel that teens and their parents should be responsible. In the end, Rodriguez concludes that there is still a great deal of debate about whether schools should restrict junk food or allow teens to make their own choices.

Identify and mark the summary elements. (check off as you complete)

1. Underline the four components of the topic sentence. ____
(author, title, text type, and topic)
2. Check three important details. ____
(these have been stated in the summary writer's own words)
3. Draw a box around four transition words/phrases. ____
(transitions connect the sentences)
4. Circle five citation verbs. ____
(these are the verbs that indicate what the author/article is doing)
5. Star four precise topic words. ____
(these are precise words used to talk/write about this topic that show a deep understanding)