**NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PERIOD\_\_\_\_\_**

**“4-Step” Summary Paragraph**

**When writing a summary, always remember to do the following**

* Read the text very carefully
* Identify the main ideas and supporting details
* Remember that you are retelling facts; not giving your opinion or adding information.

**Title of text:**

|  |  |  |
| --- | --- | --- |
|  **STEP 1: Identify the item** *(title, author, type of literature)* | **Verb** | **Finish Your Idea** *(main idea)* |
|  |  |  |
| **STEP 2:** Combine all boxes in Step 1 and write a topic sentence. Check for errors in punctuation and grammar! |
| **STEP 3:** Transition Words | **OUTLINE:** Textual evidence/supporting sentences**Fact 1:****Fact 2:** **Fact 3:** **Fact 4:**  |
| **STEP 4:** Write it out on the back of this page! Combine the transition words with the information from your fact outline to write a final summary paragraph. Check for errors in punctuation and grammar before submitting your work!  |

 **VERB LIST TRANSITIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| AcknowledgesAnswersAsksClarifiesComparesConfirmsCritiquesDefinesDemonstratesDescribesDiscouragesEncouragesEvaluatesExploresExplains | ExpressesFeaturesGivesIdentifiesIllustratesInformsOffersPresentsProvidesRecommendsShowsSimplifiesSuggestsSupportsTells |  | * One way-Another Way,
* First-Then,
* Next,
* After,
* One example-Another example,
* At the same time-Finally,
* Along with that,
* Also,
* Last,
* In addition to this,
* First of all-Besides-In addition to,
* As soon as-Later,
* To begin,
* As a result,
* To start-Furthermore-Additionally-Last,
 |

**SUMMARY:**