**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**

|  |  |  |  |
| --- | --- | --- | --- |
| Acknowledges  Answers  Asks  Clarifies  Compares  Confirms  Critiques  Defines  Demonstrates  Describes  Discourages  Encourages  Evaluates  Explores  Explains | Expresses  Features  Gives  Identifies  Illustrates  Informs  Offers  Presents  Provides  Recommends  Shows  Simplifies  Suggests  Supports  Tells |  | * 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:**