

Summarizing

General Guidelines

1. Begin by reading OR listening to the text selection.
2. Follow framework questions:
 - What are the main ideas?
 - What are the crucial details necessary for supporting the ideas?
 - What information is irrelevant or unnecessary?
3. Use key words or phrases to identify the main points from the text.

Nonfiction

1. Skim the text to get a general idea of the topic
2. Delete unnecessary or redundant material
3. Find the [main ideas](#) in the text
4. Find or create a topic sentence
5. Substitute general or "umbrella" terms when appropriate (for example, *trees* instead of *oak, maple, and pine*)

Ask questions:

6. What happened?
7. Who was involved?
8. What was the outcome?
9. Is the essential piece of information included?
10. Are interesting but nonessential facts or details eliminated?
11. Would someone who read my summary really understand the main points of the text?