

## How to Write a Summary

1. What is a summary?
  
2. Take notes and organize them
  - main idea/title
  - Who?
  - What? or What happened?
  - Where?
  - When?
  - How?
  - Why?
  
3. Read the text. Check the dictionary for vocabulary---meanings and pronunciation.
  
4. Put the ideas in sequence---the order that you want to use them.
  
5. Use the notes to make sentences, and tell the summary in your own words.
  
6. Write the summary in a paragraph. Check your grammar, capitals, punctuation, and spelling.