Grade Seven English Language Arts

Review Notes on How to Summarize

1. **Read the entire article**.
2. **In your outline identify the main idea and state it as a complete sentence.**

Be specific. Text features like the title, topic sentence, or visuals can help you.

Think about who wrote the text (Author), who it was written for (Audience) and why it was written (Purpose). To inform? To tell a story? To persuade you of something? To describe something?

1. **Re-read each paragraph and try to summarize it in one sentence, two at the very most.** **Include these in your outline.**

This supporting detail should relate to the main idea of the text. Often this supporting detail is in the first or last sentence of the paragraph. Headings or subheadings can also reveal the key idea.

Include only those details that are important to the main idea. Ignore details that are not important.

If a paragraph gives several examples try to categorize them into one statement. Do **not** include examples themselves.

1. If the author gives a definition of a term related to the main idea of the text then that definition should be included as given (not your definition).
2. Do not include any ideas or facts that are not included in the original text.
3. Do not include your personal opinions toward the topic in the summary of the text.

Create a summary of the text in your own words. Remember to maintain the tone and purpose of the author.

Start with a topic sentence that identifies the title, author and genre of the text being summarized and the main idea of the text.

Include all supporting details in the order they were presented by the author. Sometimes slight changes to the original order can be made to help categorize similar supporting details.

End with a closing sentence that restates the main idea.

**Different texts require different approaches to summarizing**.

Poem: look at each stanza and summarize it into a brief sentence; then delete unnecessary sentences.

Short Story -use the literary elements to summarize: characters, setting, suspense, conflict, climax, resolution. (no more than 7 sentences).

Article with subheadings: summarize according to each sub-heading. Therefore, if there were 4 subheadings, there should be 5 sentences at most: an introductory sentence and 4 sentences (one for each heading).

