

# Summarizing

Summarizing is a powerful reading strategy. It increases comprehension and retention of information.

When you summarize,  
you restate the most  
important information  
of a text, using your  
own words.

A summary can be  
completed in writing,  
but also orally,  
dramatically,  
artistically, visually,  
physically or  
musically.

# Summarizing is:

- Keeping
- Deleting
- Paraphrasing

# Keeping

Keep only the  
*important* information  
and main ideas.

# Deleting

*Do not* include  
supporting details in  
your summary.

# Paraphrasing

Use your own words!!!



the author's  
arguments and  
details; they are not  
the place for personal  
opinions or  
judgments.”

-- Rick Wormeli

Summaries should be  
between 10 to 25  
percent of the original  
text's length (1  
percent for novels).

If the summary is more than 25% of the original text's length, you need to delete more details and keep only the important information.

One of the toughest  
parts of  
summarizing, is  
paraphrasing --  
putting important  
information into your  
own words.

Let's give paraphrasing  
a try.

Read the passage on  
the next slide. You will  
be asked to paraphrase  
afterwards, so be sure  
you are comprehending  
as you read !!

bareheaded. After many injuries, players began to use plain, leather caps. Plastic helmets and masks appeared later. Still, many players were getting hurt. To make helmets better, designers studied --- woodpeckers! Their tough, spongy skulls became the model for modern football helmets.

Now, summarize the text  
from the previous slide  
either in writing or orally.  
Remember to *paraphrase*.  
If you follow our 10% to 25%  
rule, your summary should  
only be a few sentences.

Here is an example of a  
summary for the passage you  
read.

*During football's early days,  
many injuries occurred due to  
little or no head protection.  
Improved football helmets  
were designed using  
woodpecker skulls as a*



Your summary and  
paraphrase will not be  
exactly the same as the  
example shown.

However, it should include  
the following important  
details.

- Football was originally played with little or no head protection
- Injuries occurred
- Improved helmets/head protection were modeled after woodpecker skulls

# Summarizing Tricks

Let's look at some strategies/tricks that will help you summarize.

- Text Features
- Vocabulary
- Topic Sentences
- Reporter's Notes --  
Who, What, Where, Wh  
en, Why, How
- Organizers

# Text Features

Text features such as titles, subtitles, **bold**, **color**, margin notes, etc. are clues to a text's most important information -- information you may want to include in your summary.

# Vocabulary

If a text gives you a list of important vocabulary in it's preview, or your teacher provides vocabulary prior to a unit of study, use these vocabulary words as important information that should be included in your summary.

# Topic Sentence

When reading a short text, identify the topic sentence in each paragraph. A topic sentence holds the most important information in a paragraph. Therefore, a summary can be written simply by paraphrasing the topic sentences into your own words.

# Reporter's Notes

*Who? What? Where?*

*When? Why? How?*

Identify the answer to each of the above items. Take your answers, write them into paragraph form and you have the framework for your summary.



# Organizers

The following slides show examples of organizers that will assist you with summarizing. You can also find these organizers on Ms. McAllister's SWIFT website under documents - organizers.

### Directions

Select the specific text features that match your text. Enter them in the column headings below. Fill in boxes beneath. Use the information in the boxes to compile your summary.

## Summarizing Graphic Organizer

### **Text Features**

Title

### Possible Text Features

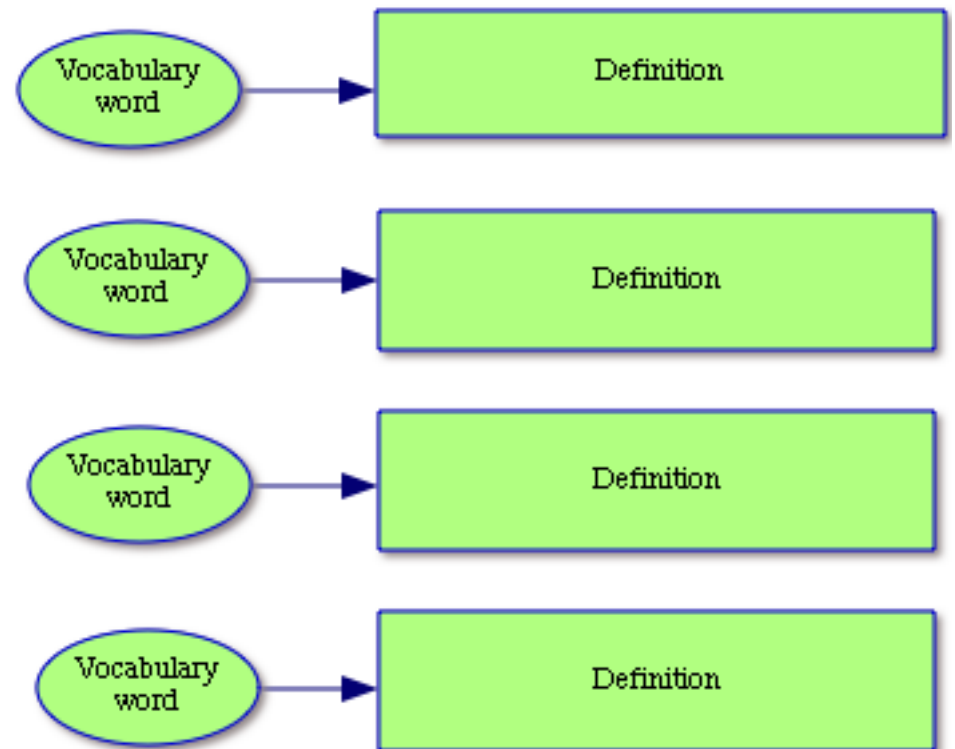
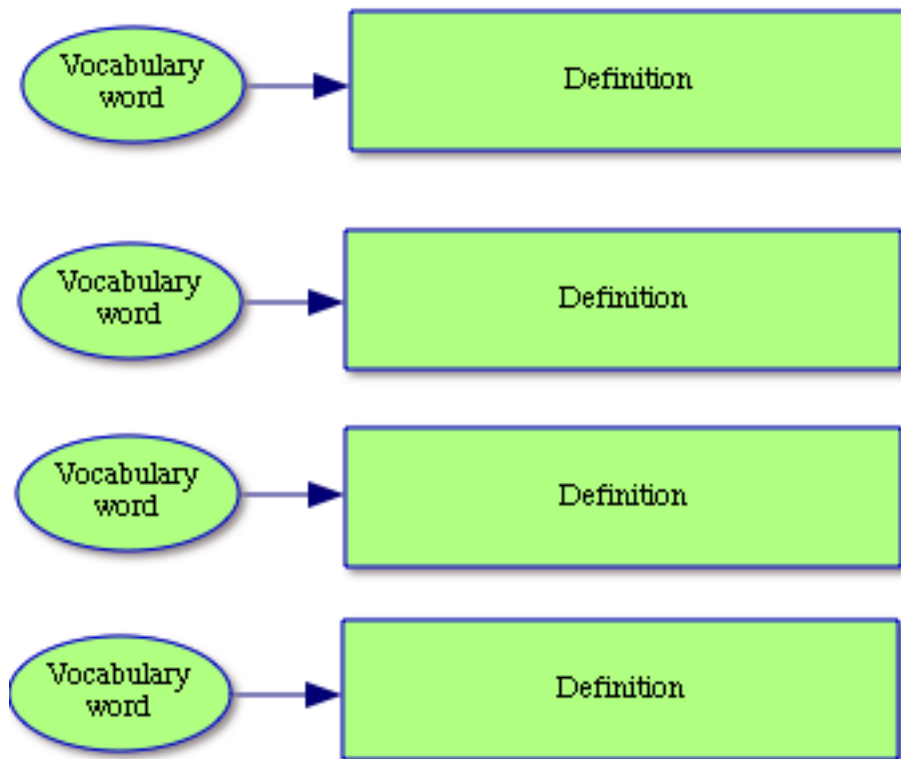
- \* Titles
- \* Subtitles
- \* Bold
- \* Italics
- \* Color
- \* Underline
- \* Margin Notes
- \* Illustrations/Captions
- \* Maps
- \* Charts

...

Subtitles

Subtitles				

Summarizing Graphic  
Organizer  
**Vocabulary**



## Summarizing with Reporter's Notes

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Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Topic: \_\_\_\_\_ Period: \_\_\_\_\_

**Reporters Notes** help you get the crucial information – not “just the facts, Ma’am,” but the meaning of the facts, too. These are the questions all reporters ask when they write their articles. These are the questions that good readers ask. Not all questions are always appropriate; you decide if it’s okay to leave one or more blank, but be sure you can explain why that information is absent.

WHO (is involved or affected)	Most important WHO
WHAT (happened)	Most important WHAT
WHERE (did it happen)	Most important WHERE
WHEN (did it happen)	Most important WHEN
HOW (did they do it or did others respond)	Most important HOW
WHY (did they do this, react this way)	Most important WHY
SO WHAT (Why is this event/info/idea important?)	Most important SO WHAT

Remember,  
summarizing is a  
powerful tool to help  
you understand and  
remember what you  
read.

# Bibliography

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