

# Guidelines for Writing a Summary



## *The 5W's and Somebody-Wanted-But-So Organizers*

**Directions:** Follow the guidelines for taking notes on your text to write a summary. Use the checklist to make sure you include all the required elements.

### ***Guidelines for Taking Notes***

- Use the 5W's Organizer to take notes on informational texts. Use the Somebody-Wanted-But-So Organizer to take notes on literature.
- Read the directions on the organizer carefully.
- Skim the text to find specific details related to each prompt on your organizer.
- Jot down notes in your own words on the organizer.
- Reread your notes to make sure they are detailed and complete.
- Add more details if you find some.

### ***Guidelines for Writing a Summary***

- Give your summary a title.
- Reread your notes and craft an introductory sentence.
- Include the title and author of the text in your introductory sentence.
- Use your notes to compose sentences for the summary.
- Write a concluding sentence.
- Read your summary out loud and listen for missing words, the flow of sentences, and unwanted repetitions.
- Revise the summary.
- Check for spelling.
- Turn in your organizer and summary.

#### ***Checklist for Summary***

- \_\_\_ Title
- \_\_\_ Introductory sentence with author and title
- \_\_\_ Summary sentences with text details
- \_\_\_ Concluding sentence