

Summarizing

Why?

Research suggests that one of the best ways to check your understanding of something is to explain it to someone else. That is the core of summarizing.

How to Write a Summary:

1. Read the material and identify the main ideas. Distinguish the main ideas from the details.
2. Write the main ideas in phrase form. The main ideas can be noted in a list, in a topic web, or in the left column of two-column notes.
3. Begin the summary with an introductory statement.
4. Turn the main ideas into sentences, occasionally including details when it is necessary to convey the main idea.
5. Combine the sentences into one or more paragraphs.
6. Use transition words to connect the sentences and the paragraphs.
7. Proofread the summary for punctuation, spelling, sentence structure, and content.

Sample Summary Template

1. List the main ideas in phrase form.
 - _____
 - _____
 - _____
2. Write an introductory sentence that states the topic of the summary.

3. Turn the main ideas into sentences using your own words. You can combine some of the main ideas into one sentence.

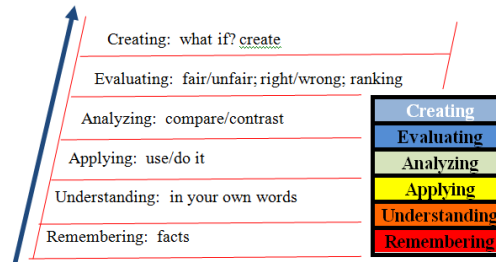
4. Add transition words from the list below or from the transition poster: *first, next, finally, before, after, during, later, also, another, in addition, in conclusion, to sum up, similarly, however, on the contrary, most important, for example, as a result, therefore, etc.*
5. Proofread and edit your summary.

Question Generation

Why?

All students should and can learn to formulate questions. Research reveals that it is one of the most important strategies we should teach. Students will become familiar with the vocabulary of question prompts to develop critical thinking skills. (I.e., describe, compare/contrast, evaluate and create.) They will learn to develop questions as they read and after reading.

Bloom's taxonomy (revised)



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Sample Question Prompts	
Level	Sample Prompts
Remembering	Where is . . . When did . . . Point to the . . .
Understanding	Tell me in your own words . . . Give me an example of . . . What is the main idea of . . .
Applying	What would happen to you if . . . How would you solve the problem . . . Find information about . . .
Analyzing	What other ways could . . . What things are similar/different? What caused ____ to act the way she/he did?
Evaluating	Rank the events in order of importance. Select the best . . why is it the best? Would you recommend this book? Why or why not?
Creating	What if . . . Tell/write a different ending . . . Design a . . .

DRAFT



Keys to Literacy

The Key Comprehension Routine

www.keystoliteracy.com

Burlington Public Schools
2016

What is the Key Comprehension Routine?

Why?

Keys to Literacy provides focus and consistency to literacy practices across the curriculum by implementing a common, research-based set of strategies:

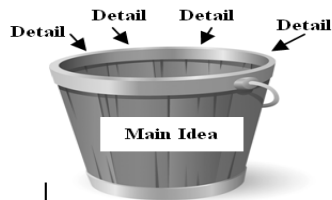
- Main idea skills
- Text structure
- Top-down webs
- Two-column notes
- Summarizing
- Questioning

What?

The Key Comprehension Routine embeds comprehension strategy instruction in all content areas using existing reading and instructional materials.

Identifying Main Ideas

The ability to identify the central idea in a reading passage or lecture is foundational to comprehension. Without this skill, students may get lost in the details and have only the vaguest notion about the purpose of what they just read. Students will develop this skill through categorization and labeling vocabulary. They will identify main ideas in paragraphs and multi-paragraph selections. The skill will be applied to content specific reading and instruction as well.

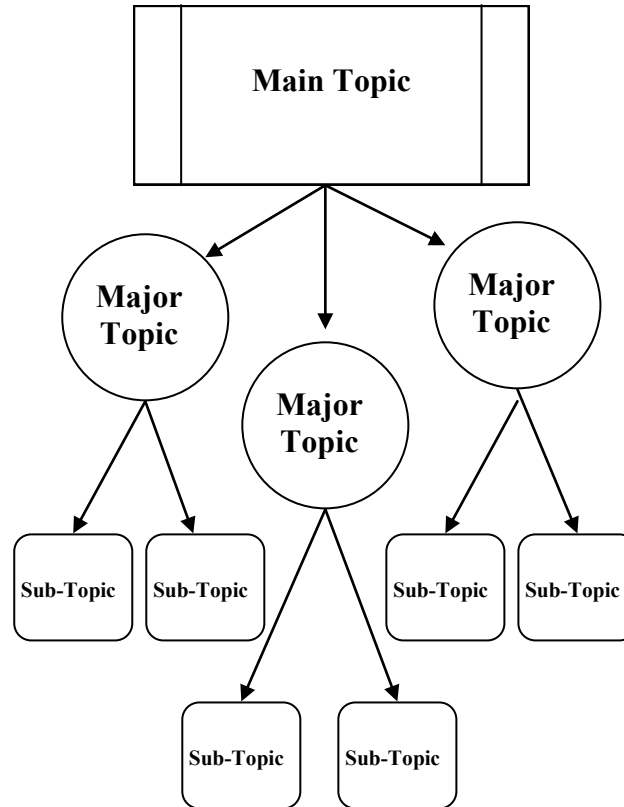


Top-Down Webs

Why?

This skill aids students in developing a visual representation of main ideas and supporting details. A broad “topic” is presented with several different shaped “bubbles” to help in organizing the main ideas and details. This aids in comprehension, memorization and retrieval of information in all content areas.

How to make a Top-down Topic Web:



Two-Column Notes

Why?

Two-Column Notes is a method for use in lecture settings, independent reading or research. Students will develop the skill by applying it to a variety of instructional practices. The format lends itself to organization of material, test review and long-term retention of information.

How to create two-Column Notes:

Date: _____

Topic: _____

Main Ideas	Details