

# 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*

5. Proofread and edit your summary.