

Name: \_\_\_\_\_ Date: \_\_\_\_\_

# Writing Summaries

## STEP 1

Write a three-part summary  
topic sentence.

Identify the Item.

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Select a Verb.

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Finish Your Thought  
with the Main Idea.

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## STEP 2

Copy the sentence so it looks like  
a real sentence.

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## STEP 3

Write the facts.

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## STEP 4

Write the summary.