

## Six Steps to Informational Text Summary

- Step 1: Highlight the most important points in the reading
- Step 2: Mention the author, specific genre, and the title of the reading in your first sentence
- Step 3: State the topic of the reading and the thesis/main idea at the beginning of your summary
- Step 4: Paraphrase the most important points and supporting details in which they are presented and include key terms or words from the article with citation verbs and expressions (e.g., the author points out, according to).
- Step 5: Use transitional expressions to make connections between ideas (e.g., in addition to, for example, also, as well as, etc.)
- Step 6: Don't include your personal opinions or experiences

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