

**Directions:** Use this graphic organizer as you write a **summary**.

Before You Read	Notes for Your Summary
<ul style="list-style-type: none"><li>Preview the text. Skim title, headings, subheads, visuals, and captions.</li></ul>	Title: _____ Author: _____ Topic: _____ _____

While You Read	Notes for Your Summary
<ul style="list-style-type: none"><li>Take notes on <b>Who? What? Where? When? Why? How?</b></li></ul>	<ul style="list-style-type: none"><li>Who is involved? _____ _____</li><li>What is the main idea? _____ _____</li><li>Where? _____ _____</li><li>When? _____ _____</li><li>Why? _____ _____</li><li>How? _____ _____</li></ul>

After You Read	Your Summary
<p>Review your notes. Circle key information. Write your summary. Revise. Use the checklist.</p> <ul style="list-style-type: none"><li>title, author, topic</li><li>main ideas</li><li>my own words</li><li>correct order</li><li>time-order words</li><li>introductory phrases</li><li>shorter</li><li>enough information.</li><li>author’s opinion</li><li>clear and easy to read</li></ul>	