

Four-Step Summary Paragraph

Step 1

Identify the Item	Select a Verb	Finish Your Thought

Step 2

Copy the sentence to look like a regular sentence. Edit to fix any spelling and capitalization errors.

Step 3

Create a fact outline. Make a short outline or list of the facts you will include in the summary.

-
-
-
-
-
-

Step 4

Use your fact outline to write the summary paragraph.