How to write a summary.
1. Do your 20-30 minutes of reading or a couple of days worth of reading.

2. As you are reading pay attention to anything you might think is important. When you find something important write it down as a key point. Key points should be in phrases, not complete sentences.

3. After you finish reading and have 3-5 key points, put your key points into complete sentence and create a paragraph. Your summary should be your best handwriting, spelling, punctuation, and grammar so make sure to edit.

***You might decide that you don’t need to talk about all your key points if they don’t turn out to be that important.

Here is the example we did from The Fabled Fourth Graders of Aesop Elementary School:

Key Points:

• Victoria has temper, vain
• helps kindergarten class, loves it
• tell her has bad breath, flips out, asks everyone
• Lenny pretends has cold
• Mr. Jupiter gives mint “cure for common cold”

Paragraph:

Victoria, a fourth grader, is very full of herself and has a horrible temper. The fifth graders couldn’t do their jobs so Victoria got the job as kindergarten monitor. The kindergartners always tell her how pretty she is and she loves it. Until one day, a kindergartner tells her she has bad breath like his dog and it crushes her. She runs everywhere and asks people if she has bad breath. She does. In her classroom Lenny fakes that he has a cold so he won’t smell the bad breath. Everyone in the class copies Lenny. Mr. Jupiter gives out “the cure for the common cold,” mints, to Victoria first so she doesn’t catch it. The moral of this story is: when in dire need, clever thinking is the key.
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