Summary Template

1. List the main ideas in phrase form.

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2. Write an introductory sentence that states the topic of the summary.

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3. Turn the main ideas into sentences using your own words. You can combine some of the main ideas into one sentence.

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4. Add transition words from the list below or from the transition poster.
first, next, finally, before, after, during, later, also, another, in addition, in conclusion, to sum up, similarly, however, on the contrary, most important, for example, as a result, therefore

5. Proofread and edit your summary.