

Guided Summary

Step 1: Underline or highlight the parts of the text that contain the main ideas

Step 2: Write out a list of the main ideas

Step 3: Combine any similar ideas together

Step 4: Organise your list of ideas into order of importance, with the most important ideas at the top of the list

Step 5: Write your summary as a paragraph. The paragraph should contain the most important information from the text