

Four-Step Summary Writing

Step One: Write a topic sentence using the three-part topic sentence method known as the Burrito Fold.

Identify the Item	Select a Verb from the List	Finish Your Thought

Step Two: Copy the sentence to look like a real sentence. Edit to fix spelling and capitalization errors.

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

(over)

