

Four-Step Summary Paragraph

Step 1 Write a topic sentence using the three-part topic sentence method (the burrito fold).

Identify the Item.	Select a Verb.	Finish Your Thought.

Step 2 Copy the sentence to look like a real sentence. Edit to fix 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.

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Step 4 Use your fact outline to write the summary paragraph.