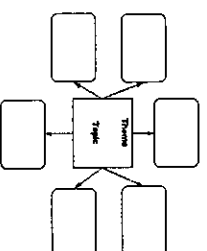


Effective Communication – Summarizing

IPC – Mr. Coburn



INTRODUCTION

Extracting and condensing important information from written text is a valuable literacy skill. This skill, known as **summarizing**, is how we take larger selections of text and reduce them to the main points that are worth noting and remembering.

Effective summarization involves:

- Identifying a general theme or main idea;
- focusing on important details;
- using key words and phrases to take succinct but complete notes; and
- compiling (synthesizing) the information into a concisely written summary.

The easiest way to organize information for a summary is to utilize a **graphic organizer**. Graphic organizers (also called concept maps) are a pictorial way of constructing knowledge and organizing information. They organize information into a structured, simple-to-read, graphic display. They can be applied as an active reading strategy to organize information while reading and/or as a tool for constructing a written summary.

The key to using a graphic organizer for summarizing text is to use it as a tool to record (in your own words) important information. In an article, the important information consists of the following:

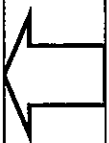
- **Who** is the person responsible for the information (in science, it's the researchers)?
- **Where** is the event or research taking place?
- **When** has the event or research taken place?
- **What** is the topic of the article?
- **How** does the phenomenon occur or **How** is the research being conducted?
- **Why** is the information significant? What application does this information have to you or society?

There are many different types of graphic organizers such as Venn Diagrams, Flow Charts, Timelines, etc. On the back is a model of an organizer for a science or newspaper article.

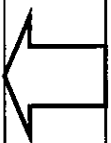
DIRECTIONS

- **Scan** the article (look at headings and pictures).
- **Read** the article.
- **Reread** the article (*You may wish to underline or highlight important information*) and **compile** (using your own words) important information by completing the graphic organizer.
- **Synthesize** the noteworthy information by writing a clear, concise summary (*using appropriate grammar, punctuation, etc.*)

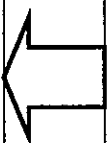
Who:



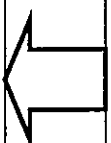
Where:



When:



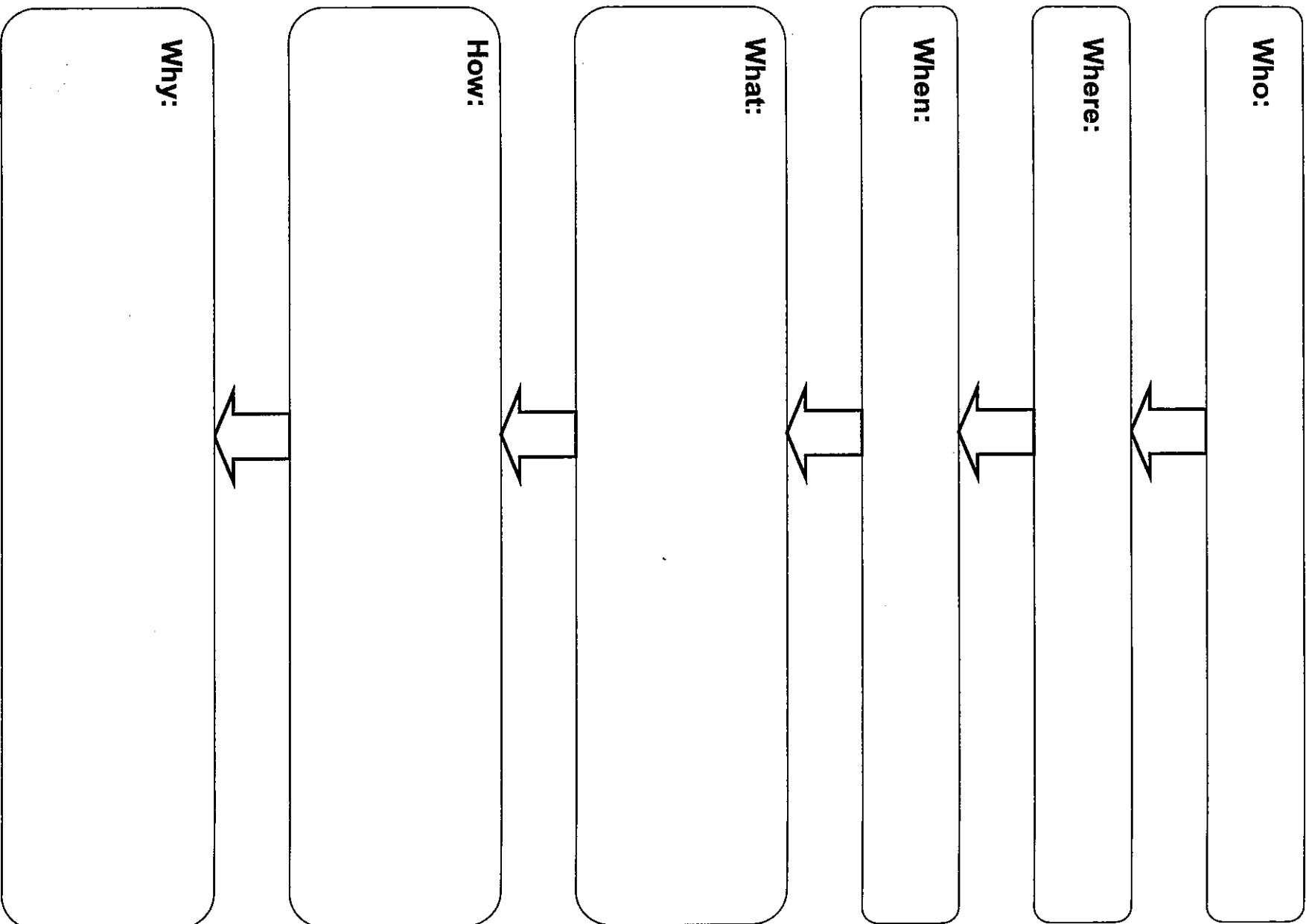
What:



How:



Why:



100

