

## Summary Planning Sheet

### **Big Picture:**

Who: \_\_\_\_\_

What: \_\_\_\_\_  
(use the what & why to help determine 'main idea')

When: \_\_\_\_\_

Where: \_\_\_\_\_

Why: \_\_\_\_\_  
(use the what & why to help determine 'main idea')

### **Name It:**

**Form:** In the book/article, it (verb it)  
insert main idea.

**Example:** In the book *Where the Red Fern Grows*, it describes the journey of a boy and his hunting dogs.

**'Name it' Plan:** In the book/article

\_\_\_\_\_,  
(title)  
it \_\_\_\_\_ the (main idea).  
(verb it)

### **Verb It: choose a verb:**

tells, describes, lists, explains, compares,  
shows, or use your own

### **Main Idea:**

(Use the 'what' & 'why' from 'Big Picture')

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### **Quick Retelling of Key Points in correct sequence (order):**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

(Quick retelling should be article headings or a quick list of key points. After planning, in the rough draft, student will write one or two sentences for each key point using paraphrasing.)

### **Conclusion Sentence:**

(Restate the topic sentence using different words.)

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### **Directions for writing a summary:**

#### **Plan:**

1. Complete the 'Big Picture'.
2. Complete the 'Name It' to plan your topic sentence.
3. Determine the 'Main Idea', which will complete your topic sentence. (Use the 'what' & 'why' from 'Big Picture' to guide you.)
4. Write a 'Quick Retelling': write one or two sentences for each key point using paraphrasing.
5. Write a conclusion sentence.

#### **Draft:**

6. In your notebook, write the topic sentence using the 'Name It' and 'Main Idea'.
7. 'Quick retelling': write one sentence for each bullet using transitions. (Paraphrase the key points for each bullet.)
8. Write your conclusion sentence.
9. Read your summary, revise, fix errors.
10. Turn your final revised copy in.