

My Summary Outline

Step ①: Complete the table.

Identify the <i>Item</i>	Select the <i>Verb</i>	Finish with a <i>Fact</i>

Self-check! The main idea of the text is described in my topic sentence.

Step ②: Identify 3-5 key facts to create a fact outline.

- _____
- _____
- _____
- _____
- _____

Self-check! My fact outline only states facts from the text and no opinions.

Step ③: Complete the table.

Choose a Transition Word or Phrase	Restate the Main Idea in a Different Way

Self-check! My outline has a logical organization.

