

Rule – Based Summarizing

Summary Rule # 1

Use the
~~Single Strike Out~~
to take out material that is not important for your understanding.

Summary Rule # 2

Use the
~~Double Strike Out~~
to take out words that repeat information.

Summary Rule # 3

Replace lists of things with **one word** that *describes* the **things in the list**.
(example: replace 'apples, oranges, lemons, and limes' with 'fruit') Highlight these words in **red**.

Summary Rule # 4

Find the topic sentence, and change the word color to **green**.
If you can't find the topic sentence, make one up and change the color to **green**.