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**.