

Steps to and Strategies for Writing Summary Paragraphs

When writing a Summary Paragraph on the Literacy Test, you should follow these steps:

1. **Read the selection all the way through** to identify the main idea and supporting points.
2. **Re-read the first paragraph and identify the topic sentence** (For a News Report, identify the 5WH and key details).
3. **Underline the topic sentence and the supporting details** in the first paragraph.
4. **Highlight and make point-form notes in the margin to the right of the selection**, outlining the topic and supports for the first paragraph. Remember to shorten your summary by replacing longer phrases with shorter ones, and omitting unnecessary information.
5. **Repeat this procedure** for each paragraph in the selection
6. **Write a sentence or two for each paragraph in the original** based on the point form notes that you have made. You should reduce the length of the text to approximately one half to one quarter of its original length - aim for a maximum of 6 sentences.
7. **Reword so that some details act as adjectives**, rather than completed phrases (e.g. "Her confession was videotaped in secret" becomes "Her secretly videotaped confession...")
8. **Edit each sentence you write** for correct grammar, spelling, punctuation, and coherence. Ensure that your summary consists of complete, grammatically correct sentences, and contains transitional words and phrases (such as "therefore," "similarly," "in the same way," "on the other hand," etc.) to give your summary coherence (a smooth flow from sentence to sentence, making your summary seem to be a consistent whole).
9. **Read the selection once more and compare it with your summary** to ensure that you have included the most important information from the original.

To prepare yourself for the Summary Paragraph section of the literacy test, you can try the following preparation strategies:

- ❖ Read some newspaper articles and "mark up" them up as you would when preparing to write a Summary. Then, practise writing summary paragraphs at home.
- ❖ Consult the EQAO website (www.eqao.com) to compare your answer with the Ministry exemplars to determine what level you would achieve.