

## Summarizing Module Outline:

*Please fill out the following outline while you are watching the videos, and bring a copy to class.*

Name two initial steps of summarizing:

1. \_\_\_\_\_

2. \_\_\_\_\_

In order to write a good summary, you need to: \_\_\_\_\_.

Name five of the summarizing guidelines, and briefly explain each one:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

The main difference between summarizing and analysis is:

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The most common verb tense for writing a summary is \_\_\_\_\_.