

Informational Text

When reading this type of text, consider the following points:

- Read the entire selection.
- Look at the graphic(s) to get additional information.
- Read one question at a time.
- Find the information in the text that helps you answer the question.
- Record your answer to the question.
- Go to the next question.

Note: Answer the questions based on your reading of the selection, not just your general knowledge of the topic.

WRITING A SUMMARY

A summary is a concise version of an original text. You will be asked to write a 50 – 100 word summary of an original text of approximately 200 words. Write for an adult who is interested in finding out how well you understood the selection.

- * Before you begin to write, identify the main idea of the selection and two supporting details to include in your summary.
- * You may underline, circle or use the Notes space provided to plan, but write your summary in the lined space provided.
- * You will definitely need to leave out information from the original. You might choose to eliminate any information which is not absolutely essential to understanding the main idea. You may also leave out specific examples by grouping them together for example, or choose the best example to represent all of them.
- * When writing a summary, you can reduce the words in several ways. These include leaving out nonessential information, using one general word to substitute for several specific words, reducing the number of examples, or leaving out unnecessary words.
- * To help the reader follow and understand the ideas in your summary, use appropriate connecting words.
- * Use correct spelling, grammar and punctuation so that your summary is clear and easy to read.