**RW6. Writing a Summary**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Level: \_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IMPORTANT NOTE: Sections 1-5 in the SDLA must be completed before meeting with a tutor and receiving a stamp. Write/type and record all your answers on this handout.**

**After completing this SDLA, you will be able to:**

* Categorize the dos and don’ts of a summary
* Organize a story into its beginning, middle, and end
* Identify time order words used in an oral summary of a movie
* Summarize a book/movie orally with appropriate time order words

**Sections 1-5 (approximately 45 minutes):** Read the information. Follow each step below to complete this SDLA. Be prepared to explain your answers when you meet with a tutor.

**Section 1: The Summary**

**What is a Summary?** A summary is when you take the information that was written or spoken in a larger work and shorten it to only its main points. Watch this video to understand exactly what you should and should not include in a summary: [**http://tinyurl.com/m6rk7zm**](http://tinyurl.com/m6rk7zm)**.**

**After you watch the video, complete the chart below with the Dos and Don’ts of summary writing.**

|  |  |
| --- | --- |
| Copy full sentences from the original text  Include only the main ideas and important details  Use your own words  Keep it short  Use your own words | Include the title of the original in your topic sentence  Include small details  Include new ideas  Include your own opinion |

|  |  |
| --- | --- |
| **Dos** | **Don’ts** |
|  |  |

**Section 2: Beginning, Middle, End**

When you write a summary, you organize it into 3 parts: the beginning, the middle, and the end. Think of it like a train. The first or beginning car is the engine, and it is green for go. That is the start of your summary and helps to lead or guide your summary. The second car is the middle, the most interesting and exciting part. In the middle of your summary, only include the most important points, actions, or events that happened. The last car is the end and is red. This means stop and the end of your summary.

Adapted from: *Ms. M’s Blog*. (2012). http://msk1ell.blogspot.com/2012/02/beginning-middle-end.html

**Read the following short story and then complete the chart below.**

The Old Couple

A couple in their nineties is having problems remembering things. During a checkup, the doctor tells them that they're physically okay, but they might want to start writing things down to help them remember.

Later that night, while watching TV, the old man gets up from his chair. "Want anything while I'm in the kitchen?" he asks. "Will you get me a bowl of ice cream?" she asks.

"Sure…"

“Don't you think you should write it down so you can remember it?" she asks. "No, I can remember it" he said.

"Well, I'd like some strawberries on top, too. Maybe you should write it down, so as not to forget it?"

He says, "I can remember that. You want a bowl of ice cream with strawberries."

"I'd also like whipped cream. I'm certain you'll forget that. Write it down." She says.

Irritated, he says, "I don't need to write it down, I can remember it! Ice cream with strawberries and whipped cream - I got it for goodness sake!"

Then he walks into the kitchen. After about 20 minutes, the old man returns from the kitchen and hands his wife a plate of bacon and eggs. She stares at the plate for a moment and asks, "Where's my toast?"

Source: Sunny Skyz. (2014). http://www.sunnyskyz.com/funny-jokes/88/An-Old-Couple-Is-Having-Trouble-Remembering-Things

|  |  |  |
| --- | --- | --- |
| **What happened at the beginning of the story?** | **What happened in the middle of the story?** | **What happened at the end of the story?** |
| *The old couple can’t remember things, so they have to write things down.* |  |  |

**Section 3: Using Time Order Words**

To help the reader follow the organization of your summary, it is important to use time order words. Below are some examples of time order words you can use in a summary.

|  |  |  |
| --- | --- | --- |
| **Beginning** | **Middle** | **End** |
| At first | After | Afterward |
| At the beginning | After a while | At last |
| Before | After that | Eventually |
| From this point | Not long after | At the end |
| Starting with | Shortly after | Thereafter |
| To begin | Later | To conclude |
| Not long ago | Then | Ultimately |

**Step 1:** To help you become more familiar with time order words, watch the Titanic movie trailer:[**http://tinyurl.com/yjchhmg**](http://tinyurl.com/yjchhmg)**.**

**Step 2:** After you watch the trailer, listen to a recorded summary of Titanic. Login to the ESL tutoring website at [www.mtsac.edu/llc](http://www.mtsac.edu/llc). Go to the audio files for RW6 and select **@Audio File**. Listen to how the speaker describes the beginning, middle, and end of the movie. Please ask an ESL tutor or a person at the LLC desk if you need help listening to this audio file.

**Step 3:** The summary includes 5 time order words to organize the beginning, middle, and end of the movie. As you listen to the summary, circle the 5 time order words in the chart above that you hear.

**Section 4: Creating a Summary**

**Now it’s your turn!**

**Step 1:** Think about **1** book or movie you’ve read or seen recently to write a summary about. Write the title in the chart below.

**Step 2:** Use the chart below to help you organize the most important points, actions, or events that happened in the book or movie. This is just for your notes. You don’t have to write complete sentences, just your ideas.

|  |
| --- |
| **Book/Movie Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **What happened at the beginning?**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **What happened in the middle?**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **What happened at the end?**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Step 3:** Now you’ll record yourself saying your summary. Don’t forget to use some time order signals from Section 3.

**To record your response:** Go to [www.online-voice-recorder.com](http://www.online-voice-recorder.com). If you do not know how to record your voice and save it to the computer, view the voice recording student instruction handout on the ESL Tutoring website at www.mtsac.edu/llc. Please ask an ESL Tutor or a person at the LLC desk if you need help opening this folder.

***Note:*** *Students who complete this SDLA at home may use their cellphone to record their response.*

**Section 5: Student Self-Assessment**

**A. Self-Assessment:** *Complete this self-assessment before meeting with a tutor.*

C:\Documents and Settings\wcuser1553\Local Settings\Temporary Internet Files\Content.IE5\Z02HHZPN\MC900072629[1].gif**Now that you’ve completed sections 1 to 4, check the things you can do:**

* I can categorize the dos and don’ts of a summary.
* I can organize a story into its beginning, middle, and end.
* I can identify time order words used in an oral summary of a movie.
* I can summarize a book/movie orally with appropriate time order words.

**DON’T FORGET! Write your name on the clipboard to work with a tutor. The tutor will call your name when he/she is ready.**

**Section 6: Practice with a Tutor!**

After completing the self- assessment, meet with a tutor and give this completed SDLA to the tutor. The tutor will listen to your recording and give you feedback in the chart below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Area of Focus** | **1 Point** | **3 Points** | **5 Points** |
| **Content** | Not enough information provided in the summary. | Sufficient information provided in the summary. | All necessary information was provided in the summary. |
| **Skill: Speaking** | Student’s speech is unclear and requires frequent listener effort. | Student’s speech is generally clear but requires occasional listener effort. | Student’s speech is clear and smooth and requires minimal listener effort. |
| **Oral Fluency** | Speaks in incomplete sentences that do not flow. | Speaks in complete sentences using time order words some of the time with frequent pauses. | Speaks in complete sentences using time order words most of the time with occasional pauses. |
|  |  |  | **Total points: /15** |

**\*Students must receive at least 10 points to move on.**

**Tutor Recommendations:**

|  |  |
| --- | --- |
| * **Congratulations! Move on**   *Student has successfully completed this SDLA and is ready to continue to the next.* | * **Repeat**   *Student hasn’t yet mastered this SDLA. It is recommended that the student complete it again.* |

**Tutor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**