

FLM: Summarizing

In-Class Activity: Option 1

Online Implementation

Purpose: Your teacher will put you into a break-out room with a few other students. With your team-members, work collaboratively and write a one-paragraph summary of the assigned article. Please follow the stages below to complete your summary:

First Stage: Reading: Read the article/reading assigned by your instructor in class. Make sure you annotate and take marginal notes as you are reading.

Second Stage: Group Work: Discussion: In your assigned teams, discuss the article, its main ideas and key concepts you came across. More specifically, discuss the marginal notes you took as you read the article.

Third Stage: Individual Work: List of Notes: In your group, create a shared Google doc or Padlet that all team members can access. Now compile a list of the main points in complete sentences. Each team member should contribute 1-2 main points.

Fourth Stage: Group Work: Discussion and Establishing the Thesis: With your team, review the key points your team members have come up with and, based on those key points, collaborate and write the thesis/main idea of the essay in one sentence. You can type it directly into your shared Google doc.

Fifth Stage: Group Work: Summary: With your team, review the key points the team members have come up with and based on those key points, collaborate and write the thesis/main idea of the essay in one sentence. Post the one sentence on your team's shared Google doc or Padlet page and write a clear title for the post, such as: "Main idea of Reading."

Sixth Stage: Peer Review: Finally, your teacher will ask you to exchange your Google doc or Padlet with another team. Read another group's summary and collaborate with your team-mates to fill out the checklist below.

Summarizing Checklist

Guidelines	+/-	Notes
Is the summary comprehensive?		
Is the summary concise?		
Is the summary coherent?		
Is the summary objective?		
Is the summary in third person?		
Is information in the summary in a logical order?		
Are the verbs in the summary in the <i>simple present tense</i> where necessary? Are intentional verb tense shifts appropriate?		