

Summarizing Module

In-class Activity

Purpose: *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 Step: Read the article/reading assigned by your instructor in class. Make sure you annotate and take marginal notes as you are reading.

Second Step: *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 Step: *Individual Work: List of Notes:* Take out a piece of paper, and compile a list of the main points in complete sentences. Each team member should contribute 1-2 main points.

Fourth Step: *Group Work: Discussion and Establishing the Thesis:* 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.

Fifth Step: *Group Work: Summary:* Write a clear, coherent and unified summary of the author's ideas, expressed in your team's own voice and words.

Sixth Step: *Peer Review:* Use the summarizing checklist below to review each team's summary.

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?		