

4. Using the Summary Funnel, place key ideas from your notes in the small circles. Be sure to use your own words and leave out unimportant detail. Only write ONE big idea or concept per circle.
5. Combine key concepts into a short summary and write it in the big circle at the bottom of the funnel.

Reminder – Summaries are written in a neutral voice. It should not have a judgmental tone or words.

Narrative Text key components to watch for when taking notes:

- Setting or mood
- Main characters
- Major problem or conflict
- Actions taken which are related to the conflict
- Conflict Resolution (may or may not be pleasantly resolved)

Expository Text some possible key components or text features to watch for when taking notes are:

- Headings
- Main idea/topic sentences (not always specifically stated)
- Charts, diagrams, key statistics
- Bold type, indicating key words or concepts
- Repeated information is usually important
- Summary paragraphs

Fishbone Graphic Organizer

1. Students ask themselves
 - Who (person or group) was involved?
 - What did this person or group do?
 - When was it done?
 - Where was it done?
 - How was it done?
 - Why did it happen?
2. Write answers on the appropriate lines of the fishbone. Be sure to use your own words.
3. Combine the answers into a summary paragraph.