

# Summary Funnel

**Directions:** 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 key concept per circle.

Combine key concepts into a topic sentence and write it in the big circle at the bottom of the funnel. Then use the lines below to write your short summary

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


