

**Porto Teaching Centre**

**SB2**

**Summary procedure**

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| **Steps** | **Nº** |
| Check what you wrote and **compare** it to the original text to make sure you have included all the main ideas. |  |
| Check your sentences to make sure you haven’t added any **new information**. |  |
| Find and underline the **key words**. |  |
| Identify and underline the **main idea(s)** in the text. |  |
| Identify and underline the **points that support the main idea(s)**. |  |
| **Proofread** your final summary to check your spelling and grammar. |  |
| **Read** the text you want to summarise. |  |
| Rewrite your sentences using appropriate transitions to **link one idea to another**. |  |
| Write the key words and the main ideas in **your own words**.  (Paraphrase, don’t copy.) |  |