

1. Delete and cross out less important details or repeated information.



2. Highlight keywords to help remember the important details

abcdefghijklmnopqrstuvwxyz

3. Put topics in correct order which they happened.

1.  
2.  
3.  
4.  
5.

4. Put keywords and topics into one main topic sentence.



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#### 4 Steps to Summarization

5. Delete and cross out less important details or repeated information.
6. **Highlight** keywords to help remember the important details
7. Put topics in correct **order** which they happened.
8. Put keywords and topics into one main topic sentence.