

WRITING EFFECTIVE SUMMARIES w/ IVF Topic Sentences

I - Identify!

You can *identify what you are summarizing* in a variety of ways. The following are okay, better, and best ways to identify what it is you are summarizing.

OK

- The book
- The film
- The article

BETTER

- *Painless Public Speaking*
- *Forrest Gump*
- "Going Under the Light"

BEST

- *Painless Public Speaking* by Sharon Bower
- The movie, *Forrest Gump*, directed by Robert Zemeckis
- "Going Under the Light" from Newsweek, October 2, 1995

T (title)

A (author's name)

G (genre)

D (date of publication)

V - Select a Verb!

Acknowledges	evaluates
Adds	explains*
Advises	explores
Answers	expresses
Asks	features
Asserts	furnishes
Assures	gives
Blames	identifies
Captures	illustrates
Clarifies	invites
Classifies	judges
Compares*	lists*
Confirms	misjudges
Confronts	names
Confuses	offends
Contrasts	praises
Considers	predicts
Critiques	presents*
Demonstrates	proposes
Defends	provides
Defines*	recommends
Denounces	shows*
Depicts	simplifies
describes*	solves
Discourages	suggests
Encourages	supports
Endorses	teaches
Entertains	tells*
Entices	traces

*Verbs commonly chosen.

F - Finish Your Thought!

The final part of the topic sentence is easy if you just ask yourself:

- What is the big idea?
- What is the big concept?
- What is the main idea of the item that I am summarizing?

Keep in mind that this is just your **topic sentence** and that you will be adding all of the facts in the body of your summary paragraph.

I + V + F = TOPIC SENTENCE *Painless Public Speaking* by Sharon Bower provides a number of practical hints for people who are afraid of speaking in front of a group.

BODY: Create a fact outline. Then add those facts to your paragraph in sentence form.

HELPFUL HINTS: Use transitions only if they help. Summaries do not need a formal conclusion. If you force a conclusion, it might sound awkward. Also formal conclusions include opinions - you do not want an opinion in a summary.

