

## What is Summarizing?

Summarizing is the process of condensing a **longer** piece of text or a complex idea into a **concise** and **coherent** summary. It involves capturing the main points, key details, and essential information while omitting unnecessary details or examples. Summarizing is an important skill in academic and professional settings as it allows for the efficient communication of information and understanding of a text's central ideas without having to read or present the entire content.

A good summary is **short** and **to the point**. The following easy summarizing strategies will help your students choose the correct details from the text and write about them clearly and concisely.

## Summarizing Strategies

### 1. SAAC Strategy

The SAAC method is another useful technique for summarizing any kind of text (such as a story, an article, or a speech). SAAC is an acronym for "State, Assign, Action, Complete." Each word in the acronym refers to a specific element that should be included in the summary.

- **State:** the name of the article, book, or story.
- **Assign:** the name of the author.
- **Action:** what the author is doing (example: tells, explains).
- **Complete:** complete the sentence or summary with keywords and important details.

### 2. 5 W's, 1 H Strategy

The Five W's, One H strategy relies on six crucial questions: who, what, when, where, why, and how. These questions make it easy to identify the main character, important details, and main idea.

- Who is the story about?
- What did they do?
- When did the action take place?

- Where did the story happen?
- Why did the main character do what s/he did?
- How did the main character do what s/he did?

### 3. First Then Finally Strategy

The "First Then Finally" technique helps students summarize events *in chronological order*. The three words represent the beginning, main action, and conclusion of a story, respectively:

- **First:** What happened first? Include the main character and main event/action.
- **Then:** What key details took place during the event/action?
- **Finally:** What were the results of the event/action?