

Summary Graphic Organizer

Identify the central point and only the details needed to retell the important meaning accurately.

Name: _____

Date: _____

TEXT / TOPIC

MAIN IDEA / CENTRAL POINT

KEY DETAIL 1

KEY DETAIL 2

KEY DETAIL 3

KEY DETAIL 4

LEAVE OUT: minor examples • repeated details • opinions not in the text • interesting facts that do not change the main meaning

WRITE THE SUMMARY

Summary — Guided

GUIDED VERSION

Name: _____ Date: _____

CENTRAL IDEA / THEME

What is the text mostly about or showing?

ESSENTIAL DETAIL 1

Keep a detail the reader needs.

ESSENTIAL DETAIL 2

Keep another essential detail.

LEAVE OUT

Which examples or minor details can be omitted?

DRAFT SUMMARY

Write a concise summary in your own words.

Summary Organizer — Completed Example

Original informational paragraph · Keep the central idea and essential details; leave out minor examples.

PRACTICE TEXT / CONTEXT

Some city libraries lend more than books. A growing number lend tools, sewing machines, board games, and other useful objects. These collections can reduce the cost of trying a new hobby or completing a small repair. Libraries choose items based on local needs, storage space, and safety rules, so the exact collection differs from one branch to another.

CENTRAL IDEA

Some libraries now lend useful objects in addition to books.

ESSENTIAL DETAIL 1

Tool and object lending can help people try activities or complete small tasks without buying everything themselves.

ESSENTIAL DETAIL 2

Each library selects items according to local needs and practical limits such as space and safety.

LEAVE OUT

The individual examples—sewing machines, board games, and tools—illustrate the idea but are not all necessary in a concise summary.

DRAFT SUMMARY

Some libraries lend practical objects as well as books, helping patrons access items without purchasing them. The available collection varies because libraries choose objects based on community needs, space, and safety requirements.