

SUMMARISING SCAFFOLD CARDS

✂ Cut along the dotted lines to use as cards.

1 READ



Read the text carefully.

- Get the big picture.
- Note what it is mostly about.

2 IDENTIFY THE MAIN IDEA



What is the text mostly about?

- Write the main idea in your own words.

3 FIND KEY DETAILS



Look for the most important details.

- Choose facts, examples or events that support the main idea.

4 LEAVE OUT EXTRAS



Remove details that are not important.

- Skip examples, repetition and unnecessary information.

5 PUT IT IN YOUR OWN WORDS



Rewrite the main idea and key details in your own words.

- Don't copy whole sentences.

6 KEEP IT SHORT



Make your summary concise.

- Aim for 1–4 sentences.

7 CHECK FOR ACCURACY



Check your summary matches the text.

- Have you included the main idea and key details?

8 USE EVIDENCE (OPTIONAL)



Add a short quote if it strengthens your summary.

- Use quotation marks.

9 FINAL CHECK



Read your summary one more time.

- Is it clear?
- Is it in your own words?
- Does it include only important ideas?