# Four-Step Summary Paragraph

**Step 1** Write a topic sentence using the three-part topic sentence method (the burrito fold).

| Identify the Item. | Select a Verb. | Finish Your Thought. |
|---|---|---|
| | | |

**Step 2** Copy the sentence to look like a real sentence. Edit to fix spelling and capitalization errors.

**Step 3** Create a fact outline. Make a short outline or list of the facts you will include in the summary.

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**Step 4** Use your fact outline to write the summary paragraph.

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