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| **Formal Summary Writing Types**  **Source: Dr. Kate Kinsella’s Preparing English Language Learners** |

These formal summary types prepare students for the academic writing required to be successful in secondary school, higher education, and the professional workplace.

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| **Text Summary** |
| An **informational text summary** is a type of informative writing. It provides an overview of the topic and important details from an informational text within a paragraph format. The writer credits the author, but writes original sentences using academic words. An informational text summary does not include the writer’s personal opinions.   1. The **topic sentence** includes the text type, title, author, and topic. 2. **Detail sentences** include the most important details from the text.   \***Transition words or phrases** help introduce and connect ideas.    **C.** The **concluding sentence** restates the author’s conclusion in the writer’s own words. |

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| **Text Summary & Response** |
| An **informational text summary and response** provides an objective overview of the topic and important details for a text within one paragraph, and then presents the writer’s position on the issue in the second paragraph.   1. BThe **summary paragraph** includes a topic sentence, detail sentences, and a concluding sentence. 2. The **response paragraph** includes a topic sentence, detail sentences, and a concluding sentence. |

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| **Narrative Response** |
| A narrative summary is a type of informative writing. It provides an objective overview of the theme, characters, setting and plot within a narrative text, such as a story or fable.   1. The **topic sentence** introduces the text type, title, author, and topic.   B. Detail sentences briefly present the main characters, setting, primary conflict, and major events.  **\*Transition words or phrases** help introduce and connect idea.  C. The **concluding sentence** briefly explains the ending or resolution. |

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| **Narrative Summary and Response** |
| A **narrative summary and response** provides an objective overview of the theme, characters, setting and plot within a narrative text, and then presents the writer’s personal opinions in the second paragraph.   1. The **summary paragraph** includes a topic sentence, detail sentences, and a concluding sentence.   B. The **response paragraph** includes a transitional sentence that states the writer’s claim or general opinion, detail sentences that support the claim with reasons and evidence from the text or personal experience, and a concluding sentence. |