

# Mental Moves

## Summarize

### 1. Study the Text

How is this material laid out? Are there clues such as headings I should use?

### 2. Identify the Main Idea

What is the central point of this material?

### 3. Identify Key Moments

What shifts, elements, or developments will help me organize my summary?

### 4. Select Details

Which details are important and which can I safely ignore?

### 5. (Re)Organize

What format—paragraphs, bullet points, using headings—will best communicate a summary of this material?