OSSLT Summary Tip Sheet: Writing

Summary Writing (30 points content / 20 points conventions)	News Article (60 points content / 40 points conventions)	Opinion Writing (60 points content / 40 points conventions)
Purpose: to identify the main idea and provide a specific, supporting detail from the text to support it.	**Purpose:** to provide critical, unbiased information about an event to an adult reader.	**Purpose:** to state and explain your opinion on a given topic using specific facts, details, and examples.
Remember: ❖ The main idea is usually stated in the first paragraph (and hinted at in the title). ❖ Use specific details from the text to support the main idea (consider using short, direct quotations from the text).	**Remember:** ❖ The article must relate to **BOTH** the headline and the picture given to you ❖ A news article is written about an event that has already occurred, therefore it is written in the **past tense** ❖ A reporter only presents simple, true facts; no opinions are given (unless it is a direct quotation from someone who was at the event). ❖ Paragraphs are short: 2-3 sentences each. ❖ Make up specific details: full names of people, names of school/city, ages/grades etc.	**Remember:** ❖ Take a strong opinion (pick only one side). ❖ Briefly plan/outline your opinion and supporting points before you begin writing in the rough notes section. ❖ Use transition words at the start of each body paragraph & between points to connect ideas and create smooth flow in your writing. ❖ When finished, edit to check for spelling and grammar. ❖ Write in complete sentences. ❖ You may write in first person (use I).
Format: 1. Restate the article title + action word + main idea. 2. Use at least one (aim for two) specific examples from the text that explains/supports the main idea. 3. Concluding sentence: restate the main idea.	**Format:** 1. The Placeline: states where the event took place 2. The Lead: states the who, what, where, and when of the event. 3. Body Paragraphs (3 paragraphs) - give more specific information about the event: the why and how - give at least 2 quotes from someone who was there. 4. The conclusion: safety tip, contact information, what might happen in the future? (Remember this must be a fact).	**Format:** 1. Introduction (4 sentences). - Clearly state your opinion - State your 3 supporting reasons; each stated in a separate sentence. 2. Body Paragraph 1 (point, proof, comment). - State your first point - Give a specific facts/examples to support your point. - Explain, in detail, how these facts prove your opinion. 3. Body Paragraph 2 (point, proof, comment). - State your second point - Give a specific facts/examples to support your point. - Explain, in detail, how these facts prove your opinion. 4. Body Paragraph 3 (point, proof, comment). - State your third point - Give a specific facts/examples to support your point. - Explain, in detail, how these facts prove your opinion. 5. Conclusion Paragraph (4 sentences). - restate your opinion & summarize each supporting reason in separate sentence.

Short Writing Task
(30 points content/20 points conventions)

Purpose: to answer a question based on a reading selection.

Remember:
❖ Use part of the question to begin your answer.
❖ To answer these questions, you will need to make inferences and connections within the text.

Format:
1. Use part of the question to begin your answer.
2. Use specific examples from the text to support your answer.

OSSLT Summary Tip Sheet: Reading

General Tips

- ❖ As you read, underline, highlight, and make notes on the text (nothing you write on the text will be graded)
- ❖ If you come across a word you don't know, try to use the entire sentence to help you figure out the meaning of the word.
  - ‑ try to "break the word down" into its root word
  - ‑ use prefixes/suffixes to help you 'decode' it.
- ❖ Carefully read questions, and highlight what each question is specifically asking
- ❖ Use the rough notes space to organize/brainstorm before writing. Use graphic organizers (t-charts for opinion) to help you organize your thinking.
- ❖ Answer each question to the best of your ability
- ❖ When finished, go back over each question, and edit your writing for spelling, grammar, and content.
- ❖ Remember: reading selections are only graded for content, not conventions (as long as mistakes don't interfere with your content).
- ❖ TAKE ADVANTAGE OF THE EXTRA TIME!

Multiple Choice

- ❖ Highlight what the question is asking you.
- ❖ Cross off answers you know are incorrect.
- ❖ Pay close attention to what the question is asking: there may be only small differences between correct and incorrect answers.
- ❖ If you are unsure, start by eliminating answers you know are incorrect, and then go back to the text to look for more information to help you answer the question.
- ❖ If you are deciding between two possible answers, choose the best one.
- ❖ Always guess – never leave an answer blank!
- ❖ Mark questions you are unsure of, and come back to them when you review your booklet.

Graphic Text

- ❖ Examine title, headings, pictures, captions, and images.
- ❖ Think about what you already know about the topic
- ❖ Read all labels: pay close attention to bold type, capitals, and larger font.
- ❖ Follow arrows and lines: think about how they are used to show connections, direction, movement, etc.
- ❖ Identify the relationship between visuals and information presented.
- ❖ Examine symbols: look for legends/keys to help aid your understanding.

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Purpose: to identify the main idea and provide a specific, supporting detail from the text to support it.
 	
Remember:
❖
 	
❖
 	
Format:
 	
1.
 	
2.
 	
3.
 	
Short Writing Task
(30 points content/20 points conventions)
Purpose: to answer a question based on a reading selection.
 	
Remember:
❖
 	
❖
 	
Format:
 	
1.
 	
2.
	Purpose: to provide critical, unbiased information about an event to an adult reader.
	
	Remember:
	❖
	
	❖
	
	❖
	
	❖
	
	Format:
	First Paragraph:
	
	Second Paragraph:
	
	Third & Fourth Paragraphs:
	
	Fifth Paragraph:
		Purpose: to state and explain your idea on a given topic using specific facts, details, and examples.
		
		Remember:
		❖
		
		❖
		
		❖
		
		❖
		
		Format:
		1. Introduction (_____ sentences).
		
		2. Body Paragraph 1, 2, & 3 (point, proof, comment).
		
		    - State your first _____
		
		    - Give a _____ _____ to support your point.
		
		    - Explain, in detail, how _____
		
		3. Conclusion Paragraph (_____ sentences).
		    - restate your _____ & summarize each
		
		    _____ _____ in a _____ sentence.