4 Step Summary

**Step 1:**
<table>
<thead>
<tr>
<th>Name it</th>
<th>Verb it</th>
<th>Finish it</th>
</tr>
</thead>
</table>

**Step 2:**
Re-write your NVF statement to look like a REAL sentence!

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**Step 3: Fact Outline**

*Ask yourself: Do these details support my main idea (NVF Statement)?*

<table>
<thead>
<tr>
<th>First (or most important idea 1)</th>
<th>Second (or most important idea 2)</th>
<th>Third (or most important idea 3)</th>
</tr>
</thead>
</table>

Step 4: Write your full summary. Be sure to include your NVF statement from above.

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