1. Listen for important details from the presentation.
2. Create a summary topic sentence using the format table below.

| **Name it** | Verb it (pick one) tells, shows, explores, explains, illustrates, evaluates, clarifies | Big Picture whole presentations’s main idea: rule of five |
| --- | --- | --- |
| Presenter’s name: |  |  |
| School/military branch/organization represented: |  |  |
| Date of presentation: |  |  |

Example: On April 12, 2015, John Smith, from the University of Nebraska at Kearney, explained the process for gaining acceptance to the university system.

Sergeant Jones of the Nebraska National Guard explored ways that the armed services could help students on a career path after high school.

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3. JOT DOTS (write 3-5 big ideas or events from the presentation in chronological/sequential order using Rule of 5. Include important dates/deadlines and qualifying tests)

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1. Write summary:

* Start with Summary Topic Sentence and turn JOT DOTS into complete sentences.
* No concluding sentences needed for short summary.

Remember:

\*Summary is shorter than the presentation

\*It should be mostly in your own words

\*Have the big ideas in sequential order

\*Take out supporting details

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