

GRASP – Guided Reading and Summarizing Procedure

1) Preparing to read.

Look over the selection and think about what you already know about the topic.

2) Reading to remember.

- Read a few paragraphs – as much as you think you can remember easily.
- Turn over the article (or close the book) and brainstorm all the facts you remember.
- Write these in your notebook.
- After all information is recorded, quickly refer to the **text** for corrections and additions to the information.
- Do not cross out or erase the original information, instead circle and rewrite new information in a new color or indicate changes with an arrow.
- Continue this procedure until you've completed the selection.

3) Grouping remembered information.

- Write down the major topics in the selection.
- Using these topics, categorize the information, writing it under the appropriate headings.
- Then, organize the remaining information.
- You may even identify subcategories of information under each topic.

4) Writing the summary.

Before writing your summary from the notes, think about these 'rules' for summaries:

- Include *important* information, leave out details that are not necessary to summarize the main topics.
- Compress information by combining similar details.
- Add words and/or phrases to make the summary cohesive and coherent.
- After writing your summary, look it over to make sure it reads smoothly and relates all of the necessary details.
- Look over the language choices you've made to revise for clearer meaning and more engaging text.