

## Summarizing a News Story (4R5)

**Task:** Read a news story, and summarize it using a “5W’s and H Organizer”.

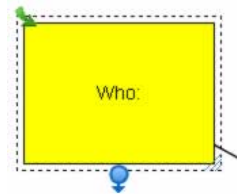
**Step 1:** Run Smart Ideas.

**Step 2:** Open the template file, following your teacher's instructions.

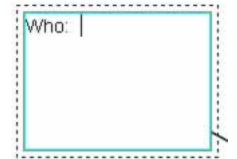
**Step 3:** Save the file using a file name as instructed by your teacher.

**Step 4:** Complete each section of the organizer by adding your ideas in each symbol. To type into a symbol:

- a. Select the symbol by clicking in it. A dotted line appears around the symbol.



- b. Click on the symbol again to turn on the text editor. The border of the symbol will turn blue, and a flashing cursor will show you where the text will appear when you type.



- c. Type your text and hit **Enter** when you are finished.

**Step 4:** When you are finished completing the organizer, print your file and then save it.