

Writing a Summary using an IVF Format and outline

1. An IVF Statement is the topic sentence. It is the first sentence of a summary. Please see chart below.

<p style="text-align: center;">I</p> <p style="text-align: center;">Identify the text <i>Title by author</i></p>	<p style="text-align: center;">V</p> <p style="text-align: center;">State the verb <i>Describes</i> <i>Explains</i> <i>Tells</i> <i>Shows</i></p>	<p style="text-align: center;">F</p> <p style="text-align: center;">Finish the thought by stating the main idea of the text.</p>
<p>Example:</p> <p>Back to the Zoo by Fred Smith</p>	<p style="text-align: center;">describes</p>	<p>how Bobby became a zookeeper.</p>
<p>Example IVF statement or topic sentence:</p> <p>Back to the Zoo by Fred Smith describes how Bobby became a zookeeper.</p>		
<p style="text-align: center;">I</p>	<p style="text-align: center;">V</p>	<p style="text-align: center;">F</p>
<p>Your IVF statement or topic sentence:</p>		

2. Informal Outline (IO)

An Informal Outline (IO) is a simple outline that does not include Roman Numerals. An IO helps you prepare for writing. It is the body of your summary.

Your IVF statement or topic sentence:	
Idea or fact #1:	Supporting Details: * *
Idea or fact #2	Supporting Details: * *
Idea or fact #3	Supporting Details: * *
Conclusion: Rewrite your IVF Statement:	

3. The IVF Statement and the IO are combined to make a summary. The summary is to be written in complete sentences in paragraph form.