

Using Technology to Support Diverse Learners

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Auto-Summarize

What it is:

The Auto-Summarize tool in Word will highlight key sentences or extract key parts of a document. It summarizes by selecting sentences, and either highlighting them or extracting them to a separate summary. It is not successful with every type of document, but can be very helpful with expository writing.

Auto-Summarize can be helpful in providing:

- Pre-reading for meaning by students who struggle with comprehension due to decoding problems or learning disabilities.
- Post-reading as a way of consolidating learning or to allow students to check their understanding of the material.

How does it work:

To access Auto-Summarize:

- Open the document in Word. Go to the "Tools" menu and select "AutoSummarize."
- Select "Type of Summary"
 - Highlight key points within the document
 - Create a new document and put the summary there
 - Insert an executive summary or abstract at the top of the document
 - Hide everything but the summary without leaving the original document
- Select the Length of summary (percent of original).
- Click "OK"

How have you used Auto-Summarize? Tell us how you've used this tool.

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Classroom Examples:

A 2nd grade teacher uses Auto-Summarize on material she has copied and pasted from the web. Children are doing research on Life Cycles and while the website provides excellent information, but the text is too long and "dense." The auto-summary gives students access to important key content.

 Getting Started

 Digital Text

 Audio

 Digital Enhancement

 Software

[Microsoft Word](#)

 Visual

 Curricular Supports

 Targeted Populations

Soil is formed by rocks that break up through the weathering process and become mixed with organic material such as bits of decaying plants and animals. **Some soils are better for growing plants than others.** Humus or loam is best because it absorbs water well, is loosely packed so that air to enter it, and contains nutrients plants need. Clay has small particles that pack tightly that water and air have a hard time getting through. **Sand lacks organic material needed as nutrients for plants.**

Earthworms are good for soil. They mix up the layers as they eat their way through it. They deposit "castings" which contain nutrients needed for plant growth. Their tunnels allow rain and air to enter the soil more readily. **Plant roots find it easier to grow in earthworm burrows.**

Auto-Summarize lets you see your document at different levels of detail. Research by the [National Reading Panel](#) found that summarization is an effective strategy that helps readers improve memory and identification of main ideas.

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