# **Paraphrase / Summary / Retell**

A relatively simple prompt, but a hard assignment: condense a short story, essay, or news article down to a 100-word summary.

A supplementary prompt could be to have students write on what information they included, and excluded, and why. You can tell students texts they will likely write, such as cover letters for jobs and admissions to schools or financial aid, and essay abstracts, and many other types of texts, depend on a process of concise summary, and including what’s most important when you can’t include everything.