1. Determine the text structure by looking for signaling/linking words.

2. Write a main idea:
   First, ______ [paragraph(s) stating what happened first in the sequence].
   Second, ______ [paragraph(s) stating what happened 2nd in the sequence].
   Third, ______ [paragraph(s) stating what happened 3rd in the sequence].

3. Write a recall:
   The history (sequence, steps, stages, development, etc.) of ______ has/have (2, 3, 4, 5 or more) important events.
   The first is ______; second, ______; third ______; etc.

4. Review and add any missing details.

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