

ENGLISH HOME LANGUAGE

GRADE 12

PAPER 1: SUMMARY WRITING

RESOURCES: English Handbook and study guide, *Solutions for all Gr. 12, X-KIT Achieve* and past examination papers

Compiled by: Mrs H.H-Stevens

WHAT IS A SUMMARY?

It is a shortened version written in your own words of a text or passage you have read.

For the exams in Paper 1, Section B, you will be required to reduce a given extract to a certain number of words. Only the main points are required. Eliminate unnecessary information such as repetition, explanations, descriptions and quotations. By using your own words, you will indicate that you understand the passage.

WHY IS SUMMARISING A LIFE SKILL?

- Summarising teaches you to be brief and to get straight to the point.
- It forces you to analyse and simplify your material.
- Summary writing goes hand in hand with analytical skills.
- The ability to summarise will aid you in your studies and in your career.

TECHNIQUES FOR SUMMARISING:**➤ STEPS 1 – 3: PLAN****1. Read the **INSTRUCTIONS** carefully.****WHY?**

1.1 To determine what information to look for from the text.

Example:

The article is about the advantages and disadvantages of being an entrepreneur in South Africa.

The instructions ask you to summarise the advantages of being an entrepreneur in South Africa, then you would not include information about the disadvantages of being an entrepreneur in South Africa.

1.2 The **number of words** for the summary will also be indicated in the instructions.

2. **Read** the passage carefully to gain a general overview of the content.
3. **Reread** the passage and **underline the key sentence or main ideas** in each paragraph. This is often the first sentence of the paragraph and what follows merely substantiates it. **(REMEMBER: The summary is based on the passage only. DO NOT write your own opinion.)**

➤ **STEPS 4 – 6: DRAFT**

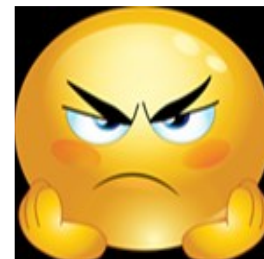
4. **List these main points** – you may use your own words and the underlined keywords but keep the context intact.
5. **Write the first draft of the summary by combining these main ideas in a logical sequence.**
Write in FULL SENTENCES.
Remember NOT to copy verbatim (word for word).
6. **Write in one fluent paragraph with SEVEN points /main ideas /FACTS – do not skip lines.**

DO NOT WRITE IN POINT FORM NOR IN BULLETS !!!

1.
2.
3.

OR

-
-
-



➤ **STEPS 7 – 11: REVISE**

7. **Reread the draft and remove any unnecessary words or information** based on the requirements in number 14 below.
8. The **style** or **register** is **formal** and **impersonal** (NOT PERSONAL). This is a reported statement and is therefore written in the **PAST TENSE** and in **REPORTED SPEECH**.

9. **Count the words** – DO NOT EXCEED THE WORD LIMIT.
10. Add or omit words or phrases to produce a condensed version of the original passage.
11. **Check** to make sure there are no repetitions, no language errors and that you have followed the requirements for a summary.

➤ **STEPS 12 – 13: PRESENT**

12. Rewrite your final summary neatly.
13. State the number of words below your summary.
Example: *Number of words: 89* **or** just write the number in brackets (89)

14. **APPLY THE REQUIREMENTS BELOW in your summary:**

AVOID USING the following in your summary even if they appear in the text:

- 14.1 **Do not use personal pronouns (I, WE, YOU, US, ME);** write in the third person.

Example:

If the text is written in the **first person** 'I' then use phrases like:

According to the writer... /

The writer feels ...

or

If you are asked to **list instructions** use the **second person** ('you' / 'your').

or

If you are asked to **explain how to do something**, use the **command form** of a sentence.

Example:

Say '*Avoid walking in dark places on your own*' rather than '*People should avoid walking in dark places on their own*'.

- 14.2 Do not use **slang nor colloquial** language;
- 14.3 Do not use **inverted commas** ("..."), direct speech or quotations;

14.4 Do not use **contractions**.

Example:

won't ... rather write... *will not*;

14.5 Do not use **numbers and percentages**;

14.6 Do not use **figures of speech / imagery**.

Example: simile, metaphor, personification – do not make comparisons

He is as blind as a bat
rather say ... *He is blind*;

or

He is as hungry as a bear
rather say ... *He is hungry*;

14.7 Do not use **examples**;

14.8 Do not use **unnecessary adjectives** and **adverbs** – get to the point;

REMEMBER:

EXAM MARKERS DO COUNT YOUR NUMBER OF WORDS IN THE SUMMARY!