

SUMMARY

The summary is a shortening of the essential points of a passage, speech or lecture to one third of its original length.

Summarising helps to confine information to the essential points.

STEPS

- Identify the **purpose**.
- Read the passage for **comprehension**.
- Read the passage again and **underline** the important points.
- As a **first draft** write down the points you have identified.
- In the first draft you can **still quote** from the passage.
- Read through the first draft and check that **each point** you wrote down **connects** to the **purpose**.
- **Omit** all examples, figurative language, repetition, quotations, contrasts and analogies.
- **Reduce** phrases and ideas to one word if possible.
- **Count** the number of words.
- Provide a **title**. (Not part of word count)
- **Rewrite** the first draft into a final summary.
- Use your **own words** at all times. Replace a word with your own word and rearrange word order.
- Draw a **line through** your first draft.
- Write the **word count** at the **bottom** of final.



What to Do

THINGS TO REMEMBER

- The **order** of the information may be **changed**.
- Use subordinating **conjunctions** to ensure that your text is smooth, e.g.: while, however, consequently, yet and nevertheless. The **colon** is useful for emphasis and linking.
- **Hyphenated** words and **acronyms** (FIFA, NATO or SABC) count as **one**.
- When **exceeding** the word **count**, the marker shall **stop marking after** the **sentence** in which the word count is exceeded is completed.
- As soon as you **quote even one** point you will only receive **one** out of a possible of 3 marks for **language**.



Remember!!!

Grade 9 English First Additional Language Exam Papers

N Colangelo



Grade 9 English First Additional Language Exam Papers:

This book delves into Grade 9 English First Additional Language Exam Papers. Grade 9 English First Additional Language Exam Papers is an essential topic that must be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Grade 9 English First Additional Language Exam Papers, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to Grade 9 English First Additional Language Exam Papers
 - Chapter 2: Essential Elements of Grade 9 English First Additional Language Exam Papers
 - Chapter 3: Grade 9 English First Additional Language Exam Papers in Everyday Life
 - Chapter 4: Grade 9 English First Additional Language Exam Papers in Specific Contexts
 - Chapter 5: Conclusion
 2. In chapter 1, the author will provide an overview of Grade 9 English First Additional Language Exam Papers. This chapter will explore what Grade 9 English First Additional Language Exam Papers is, why Grade 9 English First Additional Language Exam Papers is vital, and how to effectively learn about Grade 9 English First Additional Language Exam Papers.
 3. In chapter 2, this book will delve into the foundational concepts of Grade 9 English First Additional Language Exam Papers. This chapter will elucidate the essential principles that must be understood to grasp Grade 9 English First Additional Language Exam Papers in its entirety.
 4. In chapter 3, the author will examine the practical applications of Grade 9 English First Additional Language Exam Papers in daily life. This chapter will showcase real-world examples of how Grade 9 English First Additional Language Exam Papers can be effectively utilized in everyday scenarios.
 5. In chapter 4, the author will scrutinize the relevance of Grade 9 English First Additional Language Exam Papers in specific contexts. This chapter will explore how Grade 9 English First Additional Language Exam Papers is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, this book will draw a conclusion about Grade 9 English First Additional Language Exam Papers. This chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Grade 9 English First Additional Language Exam Papers.

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