

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

Jessica J Manson



Grade 9 English First Additional Language Exam Papers:

X-kit FET Grade 11&12 English First Additional Language Sonja Burger,2007 Resources in Education ,2001-10

University English for Academic Purposes in China Xiaofei Rao,2018-07-07 This book uses an in depth phenomenological interview approach to explain the generational characteristics of today s Chinese university youths and the critical dispositions they believe indispensable in acquiring English as an academic language in and outside school settings By presenting the authentic voices of the recruited participants the book clarifies how English for academic purposes EAP as an emerging global phenomenon and a research informed practice enables and empowers them for conscious self transformation and critical awareness development through language study The book also explores issues arising in the fields of general English language teaching as well as traditional and critical EAP and discusses university English language learners learning needs and rights The book further promotes a dynamic and transformative University EAP pedagogy of particularity practicality and possibility moving from the oppression of language education to its liberation and the increasing critical consciousness among the present and future university youths in a time of great social changes **FCI Phase-II**

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English results Great Britain: Parliament: House of Commons: Education Committee,2013-06-11 The 2012 GCSE English results prompted significant controversy which ultimately resulted in an application for judicial review This report sets out the background to these events and identifies lessons to be learned The problems with GCSE English can be traced back to the 2007 09 development phase of the qualification in particular the turbulence which resulted from the shift away from a mostly linear to a modular system combined with a high proportion of controlled assessment and generous marking tolerances Exam board experts raised concerns at the time but these were not acted upon by the regulator the then interim Ofqual Further difficulties arose because of pressures from the school accountability system The problems experienced with GCSE English in 2012 highlighted serious weaknesses in the moderation of speaking and listening with consequences for grade awarding The current status of Ofqual as an independent regulator accountable to Parliament is the right one However the Coalition Government is bringing in wholesale changes to GCSEs and A levels to a tight timetable and at the same time Ofqual must have systems in place The Committee is also concerned that there is a rush towards separate exam systems for England Wales and Northern Ireland without careful reflection on what might be lost or consensus that this is the right thing to do

Manual of Information Relative to the Philippine Civil Service Showing the Positions, Classified and Unclassified, the Methods Governing Examinations, the Regulations for Rating Examination Papers, Specimen Examination Questions and Conditions of Appointment and Service ... Philippines. Bureau of Civil Service,1902 **Manual of Information Relative to the Philippine Civil Service** Philippines. Bureau of Civil Service,1901 *The Times Index* ,2011 Indexes the Times Sunday times and magazine Times literary supplement Times educational supplement Times educational supplement Scotland and the Times higher education supplement **Research in Education** ,1971

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